The library is now accepting applications for a Teen Services Intern at the Cedar Mill & Bethany Libraries. This is a position made possible with a grant from the State Library of Oregon and the Institute of Museum and Library Services. This internship will promote summer reading and help create opportunities for other teens to be library ambassadors. This paid internship is 15 hours per week with a starting pay rate of $17.00 per hour. The position runs from late May to early August (10 weeks) and is open to teens 16-19.

The ideal candidate will have great interpersonal skills, be flexible and customer service focused, be interested in working in libraries, and have reliable transportation.

To apply, submit a cover letter and resume to cedarmill@wccls.org using the subject line Teen Services Intern and answer the following questions:

1. Why are you interested in this internship?
2. What skills or experience would you bring to this internship?
3. Are you available May 28th through August 3rd. (we understand school may be in session for part of this time and availability will increase once school is out).
4. Are there any groups that you are involved with that may be partners in extending summer reading?

Applications will be reviewed starting April 23rd. Position remains open until filled.

Job Description attached.
TITLE: Teen Services Intern

GENERAL DESCRIPTION:

The Teen Services Intern will work with and report to the Teen Services Manager to develop ways to promote summer reading for students in grades 5th-12th. Promotion will begin at the end of May and last throughout the summer. The intern will help build a Library Ambassador program to advance library goals for the summer reading program and promote the library to teens as a resource for skill building, and community through volunteer opportunities.

ESSENTIAL FUNCTIONS:

- Help promote summer reading to students in 5th-12th grade.
  - At schools, in library, and out in community
- Assist in creating a Teen Library Ambassador Program.
- Create a connected learning project with principles and skills you explore while at the library with help from library mentors.
- Learn about the fundamentals of day-to-day library work and the process of planning a program for kids and teens.
- Use technology to record and interpret statistics.
- Learn about diverse library collections and assist with an ongoing DEI assessment.
- Work on special projects as assigned by supervisor.

ESSENTIAL PHYSICAL SKILLS

- Must be able to move from one area to another quickly.
- Must be able to reach arms above head.
- Must be able to kneel, sit and squat.
- Must be able to stand for up to three hours at a time.
- Must be able to use both hands, wrists and arms repetitively.
- Must be able to use eyes, hands and fingers simultaneously.
- Must be able to push and pull book trucks weighing up to 100 pounds.
- Must be able to lift and carry piles of books weighing up to 25 pounds.
- Must be able to place materials on appropriate shelves. This involves lots of bending, stretching, squatting and stooping.

**ESSENTIAL COGNITIVE SKILLS**

- Must be able to communicate effectively in English.
- Must be able to follow written and oral instructions.
- Must be able to exercise good judgment. Must be able to read and interpret information.

**EQUIPMENT USED**

- Computer, laptop, tablet, and associated technology.
- Phone.

**QUALIFICATIONS REQUIRED:**

- Must be between 16 and 19 years of age.
- Excellent communication skills.
- Experience as a team player.
- Self-motivated, adaptable, and problem solver.
- Computer skills related to office work.

**DESIRED SKILLS**

- Previous library experience.
- Experience using social media for promoting services.
- Language skills in addition to English.

3/2024