

Lower Umpqua Library District
Position Description
Teen Intern

Position Overview: Under the supervision of the Lower Umpqua Library Director/District Manager, performs various administrative and patron-oriented tasks in support of the Library's mission to the community, such as Processing, cataloging, shelving, and arranging library materials and discussing them with patrons.

The position is a summer internship that is open to teenagers. It will focus on a specific project that will be determined based on the strengths and interests of the selected candidate as well as the needs and priorities of the library.

Primary responsibilities may include:

- Sort books, publications, and other items according to established procedure and return them to shelves, files, or other designated storage areas
- Locate library materials, such as books, periodicals, audiobooks, local history, and DVDs
- Enter and update records on computers
- Instruct patrons on how to play board, card, and/or video games during library programming events
- Provide assistance to the Library Director in the maintenance of collections of books, periodicals, magazines, newspapers, audiovisual and other materials
- Maintain records of items received, stored, issued, and returned
- Perform clerical activities such as filing, typing, word processing, photocopying, and mailing out material, and mail sorting
- Operate and maintain audiovisual equipment
- Repair books, using mending tape, paste, and brushes
- Facilitate the acquisition of books, periodicals, and audiovisual materials by checking prices, figuring costs, and preparing appropriate order forms
- Assist in the preparation of displays
- Create flyers/signage
- Process newly acquired materials such as books, audiovisual materials, games, and computer software
- Prepare, store, and retrieve classification and catalog information, lecture notes, or other information related to stored documents, using computers
- Discuss library materials with the public
- Conduct research online
- Other duties as required

Supervision Received: Receives general supervision and policy advice from the Lower Umpqua Library Director

Required Knowledge Skills, and Abilities:

- Ability to read, write, and speak English
- Ability to organize work
- Ability to understand library policies, rules, and procedures
- Ability to interact courteously to other staff and volunteers, the Library's business contacts, and the general public

Physical Requirements:

- Ability to perform duties in an office environment
- Ability to work in an environment subject to continuous interruptions and background noise
- Ability to view a computer screen and operate a keyboard for extended periods of time
- Ability to move and/or lift materials up to 30 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Regularly required to talk and hear; use hands to operate objects, tools, and controls; and reach with hands and arms
- Vision and hearing at, or correctable to "normal ranges"
- Ability to read printed information on computer screens
- Ability to communicate effectively with individuals in person, over the telephone, via social media, and via the printed word
- Ability to file books, periodicals, reports, notebooks, etc. on shelves ranging from one to seven feet from the floor
- Ability to work flexible hours during all hours of public operation