



Adams Public Library  
Teen Intern Job Description

**Job Title:** Library Teen Internship 2024-Temporary Summer Position  
**Internship:** Ages 16-19 by June 14, 2024  
**Department:** Library  
**Reports to:** Library Director  
**Pay:** Minimum Wage (13.20 through June 30<sup>th</sup>, 13.70 beginning July 1<sup>st</sup>.)  
**Schedule:** Monday-Friday/ 100+ Hours- June through August

**Position Summary**

The Adams Public library is seeking a student between the ages of 16 and 19 for a paid summer teen intern position. In this position, the intern will participate in a connected learning project, develop leadership, communication, and community outreach skills. In addition to the connected learning project, the intern will assist with our summer reading program, working directly with the Library Director to learn the different aspects of library work.

**Position Grant Requirements**

- Contribute to the design and delivery of a connected learning project, working with mentor. Connected learning combines personal interests, supportive relationships, and learning opportunities. During this internship, the intern will learn about the scope of library work and identify how their interests and skills match that work. Intern is expected to learn basic principles, practices, and goals of library operations and youth volunteerism.
- Work at least 100 hours total, up to 300 hours maximum.
- Attend Teen Intern meetings.
- Spend time writing about and reflecting on their experience.
- Complete two short surveys about their experience.

**Intern Qualifications / Skills:**

- Verbal communication
- Organization
- Punctual and able to meet schedule requirements.
- Professionalism

*This project was made possible in part by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the State Library of Oregon.*

- Customer focus
- Confidentiality
- Multi-tasking
- Task oriented and able to work independently.
- Self-starter

This position requires prolonged sitting, standing, walking, reaching, twisting, kneeling, bending, squatting, and stooping in the performance of everyday tasks. May occasionally require heavy lifting.

**SUPERVISION RECEIVED:**

Works under the administrative direction of the Adams Library Director, Adams City Council, and with advisory assistance from the Adams Library Board.

To apply, please turn in or e-mail a completed application and cover letter at the Adams Library or City Hall.

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