



Summer Reading Intern

Children's and Young Adult Library

POSITION INFORMATION

Title: Summer Reading Intern

Type: hourly part-time seasonal position

FLSA classification: non-exempt

Location: Ketchum, Idaho

Reports to: DeAnn Campbell, Children's and Young Adult Library Director

Starting pay: \$14/hour

Benefits: none

Paid leave: none

Special instructions: Successful applicants must be able to complete a criminal background check. Successful applicants must be current high school students. Please note that you must be at least 14 years old to legally work in Idaho.

JOB SUMMARY

The Summer Reading Intern at The Community Library performs a variety of tasks relating to The Children's Library, the Young Adult Library, and the Bloom truck. Interns will assist in planning summer events for families, teens, and children. Interns will be responsible for promoting the library inside the library, in the community and representing the library at events at the Bloom truck. Interns must convey a particular enthusiasm for children's literature, for children and teens, and for educational programming. Interns are also responsible for fostering a sense of community and interaction among children and families both in the building and at off-site activities. This is a 12-16 hour/week position.

JOB DUTIES AND RESPONSIBILITIES

- Meet and communicate effectively with patrons and the public, including children and adults in and out of the building and at the Bloom truck.
- Assist with planning and implementing library programs and activities for children and families. These activities may be in the library or out with the Bloom truck.
- Aid in marketing library events and program, including through social media.
- Understand and follow oral and written instructions and accept responsibility and supervision.
- Work independently to complete day-to-day tasks and projects.
- Work a flexible part-time schedule, which is likely to include mornings into the afternoons during the summer months. There may be some potential evening work.
- Demonstrate proficiency with computers and standard office programs.
- Communicate effectively with other interns, library staff, and supervisors.
- Know, understand, and adhere to internal and public policies of the library.

- Attend departmental and organizational staff meetings as needed.
- Complete other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work is performed indoors and out and may involve sitting at a computer and standing for lengthy periods of time. This position requires intermittent lifting and moving objects up to 40 pounds (heavier items must be team lifted). A high degree of interaction with the public is required of this position.

Transportation to Bloom sites can be provided. Candidates will need to provide their own transportation to The Community Library in Ketchum on library days.

REQUIRED EDUCATION AND EXPERIENCE

- Interest in children's and young adult literature and educational programming.
- Experience or interest in working with children and families.
- Demonstrated dependability and ability to work a flexible, part-time schedule.
- Experience or interest in event and activity planning and implementation.
- Interest in library work and skills.
- Demonstrated willingness to learn and take initiative.
- Demonstrated ability to foster an atmosphere of diversity and inclusion consistent with the library's aims.
- Bilingual skills in English and Spanish are highly advantageous.

APPLICATION INSTRUCTIONS

Interested candidates should submit a cover letter, resume and the contact information for three professional or academic references(they do not need to write letters) as pdf attachments to Nicole Lichtenberg, director of operations, at bringit@comlib.org using the subject header "Summer Reading Intern First Name Last Name". Please direct all questions to Nicole Lichtenberg at the aforementioned email or by calling (208) 806-2640.

Applications will be accepted on a rolling basis, beginning May 5, 2023. We are hiring for these positions immediately, so apply soon.