



Bookmobile Summer Intern

Children's and Young Adult Library

POSITION INFORMATION

Title: Bookmobile Summer Intern

Type: hourly part-time seasonal position

FLSA classification: non-exempt

Location: Ketchum, Idaho

Reports to: Lilianna Bridge, Bookmobile & Outreach Librarian

Starting pay: \$16/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 Bookmobile Summer Intern at The Community Library performs a variety of tasks relating to The Bookmobile, the Children's Library, and the Young Adult Library. 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 Outreach events. This position primarily takes place off-site at a variety of summer Bookmobile locations. Interns will travel on the Bookmobile to designated sites. 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 while working both on the Bookmobile and in the building. This is a 15-20 hour/week position.

JOB DUTIES AND RESPONSIBILITIES

- Meet and communicate effectively with patrons and the public, including children and adults when on the Bookmobile
- Assist with implementing programs, and activities for children and families that occur on the Bookmobile

- 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.

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
- 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 as pdf attachments to Yira Massey, director of operations, at bringit@comlib.org using the subject header "Bookmobile Summer Intern *First Name Last Name*". Please direct all questions to Yira Massey at the aforementioned email.

Applications will be accepted until April 24.