



Position Description

Job Title	Teen Intern
Department	Library
Employment Status	Part Time - Temporary (Approximately 20 hours per week)
Exempt/Non Exempt Status	Hourly

Scope of Work

This is a part time, temporary position with hours required on weekdays, evenings and Saturdays. The Teen Intern is responsible for staffing the Teen Room for up to 4 shifts per week, providing support to Teen employees, and offering programs. This employee may be asked to work on special projects, and assist in other areas of the library.

Supervision

Received	Teen Librarian and Children's Librarian
Exercised	Supervises teen employees and volunteers at times

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor if there is a question about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Assist patrons, locate library materials, answer questions.

Demonstrate use of computers to assist patrons.

Make patrons feel welcome in the Teen Room.

Maintain & share knowledge of YA literature so that recommendations can be made

Read book reviews and professional journals and suggest titles for purchase.

Use print and social media to market Teen services.

Design flyers, brochures, and posts.

Design and create appealing displays.

Make teen events appealing and inclusive gathering places that promote learning.

Actively participate in planning, promotion and execution of Teen events.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Working towards post-secondary degree (preferably in education or library), prior experience as camp counselor or youth development work, or any combination of these.

Knowledge of	<ul style="list-style-type: none">• General developmental stages of adolescents.• Business English (grammar, spelling, punctuation and tone).• The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none">• Communicate effectively, both orally and in writing.• Work independently with minimal supervision• Understand and follow directions.• Establish and maintain effective working relationships with supervisors, coworkers, and the general public.• Work well with the public.
Skill in	<ul style="list-style-type: none">• Public relations.• Organization and time management.

Necessary Special Requirements

None

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed indoors and outdoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.

- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.

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