



Library Human Resources Honor diversity | Champion learning | Embrace change

College to County Internship Position 2018

Title: Gresham Library Teen and Children's Support Intern

Seasonal temporary position: June through September

Salary: \$16.53 hr.

Schedule: Monday-Friday, 10:30-4:00 daily (25-30 hours/week, may be flexible)

Work location: Gresham Library, 385 NE Miller Ave, Gresham, OR

Overview:

The library is seeking qualified candidates for a temporary position with the Gresham Regional Library. Multnomah County Library transforms lives and is essential to the health and success of the community. We respect the past, are attentive to the present and are genuinely excited about the future. We're a forward-looking library, engaged in and energized by the challenges and opportunities facing public libraries in the next several years.

We are the oldest public library west of the Mississippi, with a [history](#) that reaches back to 1864. Today, the [Central Library](#) and [18 neighborhood libraries](#) that make up the library system house 700 computer search stations for the public and a [collection](#) of two million books and other library materials.

As Oregon's largest public library, MCL serves nearly one-fifth of the state's population with a wide variety of programs and services.

To read more about us, please visit our website at www.multcolib.org.

Job Duties:

- Collaborate with youth services staff to provide Summer Reading Program (SRP) Outreach
- Collaborate with staff to coordinate the USDA Summer Lunch Program hosted at the library
- Assist youth services staff with selecting, planning and hosting Summer Reading Programs
- Coordinate the Gresham Summer Reading volunteer program and serve as the volunteer coach
- Create dynamic displays to highlight library collections during the Summer Reading Program
- Manage Summer Reading Program prize stocking and distribution
- Survey the teen collection: review young adult/teen materials and the manga collection for series completion and suggest replacement orders
- Evaluate the young adult/teen book collection and suggest methods for improving diversity

The Ideal Candidate will:

- Have the ability to work independently with minimal supervision as well as the ability to collaborate within a team environment.
- Communicate, understand, and follow written and oral instructions; ask questions if unclear.
- Be flexible, cooperative, and able to adapt and thrive in a changing environment.

- Be comfortable and enthusiastic working with children and teens in the library

Knowledge/Skills/Abilities Required:

- Comfortable working with and directing the activities of children and teens.
- Experience communicating with diverse audience groups.
- Experience working with youth.
- Technology: ability to use common office applications including word processing and spreadsheets (such as Microsoft Word and Excel, Google Docs and Sheets)
- Time management: ability to prioritize and meet deadlines
- Social perceptiveness: Being aware of others' reactions and understanding why they react as they do.

Veterans' Preference: Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications in the box below. Clearly explain how those skills and/or qualifications apply.

Application Instructions:

Please fill out and submit an application for this position through the link provided by your program coordinator. The deadline for submitting online application is April 3, 2018 at 12:00 AM.