



Job Description  
City of Willamina  
Willamina Public Library

Job Title: Library Teen Internship 2024  
Internship: Ages 16-19 by June 1, 2024, and either recognized as a high school junior or senior at the time of application.  
Department: Library  
Reports to: Library Director  
Non-Exempt: Grant Funded / Limited Duration  
Remote: Not eligible for remote work.  
Pay: \$15/hr  
Schedule: Tuesday - Saturday / 220 hours total June through August  
Bargaining Unit: non-represented position

**GENERAL POSITION SUMMARY:**

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.

Este proyecto ha sido posible en parte por el Instituto de Servicios de Museos y Bibliotecas a través de la Ley de Servicios de Biblioteca y Tecnología (LSTA), administrada por la Biblioteca Estado de Oregón.

This grant project has multiple goals:

- Teen interns will increase their skills working on a connected learning project. They will also more fully understand the scope of library work and be able to identify how their interests and skills match that work.
- Our library mentorship team will develop leadership, communication, and coaching skills.
- Our library will better understand how to engage and support students while also creating career and programmatic pathways to increase diversity in the library field.

This position will include time for:

- Job shadowing and learning of library services;
- Job shadowing of library management;
- A connected learning project;
- Mentorship one-on-ones and project assessments;
- Outreach opportunities and community engagement;
- Additional library and community opportunities.

**MAJOR RESPONSIBILITIES AND DUTIES:**

- Contribute to the design and delivery of a connected learning project. Projects must have a community-facing element and relate to the overall library goals.
- Planning and coordinating project milestones and identifying project resources;



- Documenting and presenting project outcomes and learning;
- Spend time writing about and reflecting on their experience;
- Attends meetings and training sessions as scheduled;
- Complete reports, surveys, and other documentation as required;
- Performs other related work as assigned by the Library Director.

### **CONNECTED LEARNING REQUIREMENTS:**

Connected Learning combines personal interests, supportive relationships, and opportunities.

Learn more at <https://clalliance.org/about-connected-learning/>

2023 Teen Internship projects are available upon request.

### **ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES:**

As a member of the library team, you will be representing the library to the community. The position requires the ability to understand and follow moderately complex directions. This person is expected to be able to work independently and give attention to detail. This person is expected to be courteous and cooperative with all staff, volunteers, patrons, and youth utilizing the library.

### **SUPERVISION RECEIVED & EXERCISED:**

The position works under the general supervision of the Library Director and will also report to the Library Assistant. This position will work directly with the Library Clerk and Library volunteers.

### **EDUCATION, TRAINING AND EXPERIENCE:**

- Live within the Willamina School District 30J Boundaries;
- Be aged 16-19 by June 1st, 2024;
- Recognized as a high school junior or senior at the time of application;
- Able to lift up to 25 pounds with or without reasonable accommodation;
- Able to access reliable transportation to the library

### **LICENSING AND OTHER REQUIREMENTS:**

The position does not require any licenses or certificates.

### **GENERAL WORK CONDITIONS:**

This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and other activities using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, the ability to read data and use the computer, and acute hearing is required when providing customer service. The need to lift, drag, and push files, materials boxes, paper, and documents weighing up to twenty-five (25) pounds is also required.



While performing the duties of this job, the employee works in a Public Library building, which possesses characteristics of an office environment, as well as a retail environment. This position may participate in outreach activities outside the Library building, including the possibility of schools, parks, or other public buildings.

This job description describes the nature and level of jobs normally done in this position. It is not a definitive list of duties. Employees will be expected to perform additional related duties that are not reflected in this job description.

**APPLICATION INSTRUCTIONS:**

Applicants should submit the following documents:

- 1) A completed City of Willamina application;
- 2) A letter of interest;
- 3) At least one reference letter.

**EEO STATEMENT:**

At the Willamina Public Library, we celebrate diversity and are committed to creating an inclusive environment for all employees. The City of Willamina and the Willamina Public Library is an equal opportunity employer and does not discriminate against any employee or applicant because of race, creed, color, religion, gender, sexual orientation, gender identity/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy or related condition (including breastfeeding), or any other basis protected by law.

**TIMELINE**

April 5-26: Job posted and open for applications

April 20, 1-3 pm: drop-in with Sarah Frost, Library Director for questions or feedback on the application packet

May 11: Internship Interviews

June 11: Internship starts