

Young Adult Division Summer Reading Program Intern

Post Date: March 25, 2011

Location: Beaverton City Library, 12375 SW 5th, Beaverton, OR 97005

Department: Young Adult Division

Supervisor: Young Adult Librarian

Length of Commitment:

May 26 to August 27, negotiable but must be available through August 10, 2011.

Time Involvement: 12+ hours/week

Join Beaverton City Library for a fun-packed summer serving teens, grades 6-12! The Summer Reading Program Intern in Teen Services plays an integral part in implementing a yearly program that draws approximately 1,200 teens.

Position Summary/Major Responsibilities:

The Teen Division SRP intern will be a general assistant to the Teen Services Librarians working on various projects to help ensure the success of the Summer Reading program, including: assisting with programming; designing & constructing displays & decorations; completing administrative tasks such as data entry, copying, phoning, prize processing; helping with reference & readers advisory projects; assisting with web projects; and other tasks to help promote and implement Teen Services and the Teen Summer Reading program.

Qualifications:

Self-motivated and able to work independently; Responsible and dependable; Organizational and time management skills; Willing to learn new skills and teach others; Able to complete tasks in a timely manner; Willing to complete tasks as assigned; Good people skills; computer proficient; advanced clerical skills; Previous work or volunteer experience in a library is helpful; Coursework in library science or secondary education is helpful.

Benefits:

Gain experience working with teens; Build skills in program implementation, project completion, and leadership; Gain experience working within deadlines and established procedures; Receive a letter of reference upon successful completion of the Internship; Acquire samples for your professional portfolio; Enriched understanding of library service to the young adult population.

Have Questions? Contact Jennifer Johnson, Volunteer Manager, 503-526-3703 or

jjohnson@beavertonoregon.gov

Want to learn more about Beaverton City Library? Visit our website at www.beavertonlibrary.org

Want to Apply? Please send a resume and cover letter to Jennifer Johnson, Volunteer Manager, Beaverton City Library, 12375 SW 5th, Beaverton, OR 97005 or email to

jjohnson@beavertonoregon.gov

Deadline: Until filled, first review of applications April 25, 2011 (can work with school deadlines.)