

# Children's Division Summer Reading Program Intern

**Post Date:** March 25, 2011

**Location:** Beaverton City Library, 12375 SW 5<sup>th</sup>, Beaverton, OR 97005

**Department:** Children's Division

**Supervisor:** Children's Division Volunteer Coordinator

## **Length of Commitment:**

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

**Time Involvement:** 15-20 hours/week, Saturday availability preferred. NOTE: We will select 2 Interns to cover Monday through Saturday each week. One intern must be available Wednesday afternoons.

Join Beaverton City Library for a fun-packed summer! The Summer Reading Program Intern in Children's Services plays an integral part in implementing a yearly program that draws approximately 3000 children. We select Interns who will grow and build their organizational and leadership skills as they help coordinate the work of approximately 40 teen volunteers and guide children in SRP activities. We strive to make our internships teaching internships – allowing observation of service desks, library school exercises and other learning opportunities specifically tailored to the intern's desired career path.

## **Position Summary:**

The Children's Division SRP intern will be a general assistant to the Children's Librarians working on various projects to help ensure the success of the Summer Reading program. The Intern will schedule, train, and supervise volunteers during the summer months and oversee implementation of weekly SRP performances. The program includes reading incentives and fun programs.

## **Major Responsibilities:**

Provides direct supervision to teen volunteers during their shifts; coordinates and schedules substitute volunteers; learns and then teaches skills to volunteers for specific tasks. The intern will train volunteers how to - register children for the reading program, shelve materials in the Children's Area, and help with library programs for children. The SRP Intern will work on various projects promoting and implementing the summer reading program including large group activities, display work, and data entry. One intern provides storytime at a local park.

## **Qualifications:**

Self-motivated and able to work independently; Responsible and dependable; 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; Proficient in Microsoft Word; Knowledge of other Microsoft Office applications; Advanced clerical skills; Previous work or volunteer experience is helpful; Coursework in library science or secondary education is helpful.

## **Benefits:**

Gain experience working in the Children's Department of a Library; 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; Receive specific training tailored to you, for example – Storytimes, Collection Weeding, and Desk Observation.

**Have Questions?** Contact Jennifer Johnson, Volunteer Manager, 503-526-3703 or [jjohnson@beavertonoregon.gov](mailto:jjohnson@beavertonoregon.gov)

**Want to learn more about Beaverton City Library?** Visit our website at [www.beavertonlibrary.org](http://www.beavertonlibrary.org)

**Want to Apply?** Please send a resume and cover letter to Jennifer Johnson, Volunteer Manager, Beaverton City Library, 12375 SW 5<sup>th</sup>, Beaverton, OR 97005 or email to [jjohnson@beavertonoregon.gov](mailto:jjohnson@beavertonoregon.gov)

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