



Internship Position: Central Children's Library Summer Intern

Internship dates: May - August, 2019

Schedule: 10 - 12 hours per week. Wednesdays and Fridays are required. Schedule may be flexible for other days of the week.

Pay Status: Unpaid

Semester: Summer 2020

Job Description:

We have an exciting opportunity for you! Learn about and support the successful Multnomah County Library Summer Reading Program.

The Multnomah County Library Summer Reading Program encourages youth from birth through high school to keep up the reading habit through the summer months. This important program reaches over 100,000 babies, children and teens, and offers volunteer opportunities for more than 800 community members. If you'd like to learn about how a successful summer reading program works, gain some experience supervising volunteers, and have the opportunity to participate in supporting library programs **and** collection development, this internship might be a good fit for you.

During this unpaid internship, you will:

- Receive training on the Multnomah County Library Summer Ready Program
- Lead and manage the Summer Reading Program at Central Library with the support of the Central Youth Services team.
- Coordinate and schedule summer reading volunteers.
- Assist with tasks like data entry, inventory and scheduling
- Learn about collection development and participate in weeding the collection
- Assist in hosting programs related to the Summer Reading Program

The Ideal Candidate:

- Has interest in and experience working with K-12 youth and/or coursework related to library youth services
- Is able to stand, lift up to 30 pounds, bend and stoop
- Is able to communicate, understand, and follow written and oral instructions; ask clarifying questions if unclear
- Is able to work independently with minimal supervision and collaborate within a team environment
- Has excellent computer skills: knowledge of the Internet, email and Google suite of applications
- Is flexible, cooperative, and able to adapt and thrive in a changing environment
- Understands summer reading mission and importance

If you have these skills and qualities, we encourage you to apply for this great opportunity:

- Enjoy working youth ages 0-18 and their families and caregivers
- Experience or interest in working with diverse audiences
- Creativity and flexibility to adapt as situations change
- Excellent customer service

Location of Internship:

Central Library, 801 SW 10th Ave.

Minimum Qualifications:

- Must be 18 years or older
- Must be in a related MLS degree program that reflects the position you will be interning for and can provide class syllabus, minimum hours needed for internship, and professor contact information
- Must pass a criminal record check as defined by the Oregon Department of Education (ODE) and Oregon Revised Statutes (ORS)

Application Process:

Submit a current resume and a one-page cover letter explaining why you are applying for this internship and what you are hoping to learn from the experience to Amy Honisett at amyh@multcolib.org

Internship candidates will be required to pass reference checks and a criminal background check.

For more information please contact Amy Honisett at 503-988-9701 or amyh@multcolib.org.

Multnomah County Library Internships ...

- Mentoring provided by experienced public library staff
- Building practical work experience in a nationally recognized public library system
- Training provided on internship related duties
- In-depth information on Multnomah County Library processes, procedures and policies that pertain to the internship assignment
- Letters of recommendation after successful internship completion

About Multnomah County Library

Multnomah County Library (MCL) in Portland, Oregon, 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.