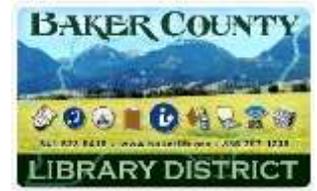


BAKER COUNTY LIBRARY DISTRICT

Job posting



Teen Summer Internship with Baker County Public Library (Up to 20 hours/week)

Baker County Library District is seeking a clever High School-age student to participate in a paid Summer Internship. This job opportunity will offer connected learning of various library duties, designing a project to complete through the course of the internship, and working with community partners in and outside of the library. The ideal candidate will have strong interpersonal skills, be adaptable, innovative, and customer service-focused, have an interest in diverse populations, and be enthusiastic about the mission of public libraries.

To be considered, applicants *must be a High School Junior or Senior for the 2022-2023 school year.* Homeschool students are also welcome.

Schedule: Part-Time 10-20 hours/week. Monday - Friday with some weekend or evening events. Flexible start date around end of school year continuing through summer.

Pay rate: \$14.02/hour.

ABOUT BAKER COUNTY LIBRARY DISTRICT

In operation since 1906, the Baker County Library provides free library services to all residents of Baker County. We distribute a wide array of information in many diverse formats and viewpoints and offer best-selling fiction and non-fiction; blockbuster movies and thoughtful documentaries; various magazines and newspapers; and a flourishing online catalog with e-books, audiobooks, and more. In 2010, Library Journal recognized BCLD as one of the "Best Small Libraries in America."

We serve the public and work with the community to make Baker City, Oregon a wonderful place to live and visit.

POSITION DESCRIPTION

- Work with library staff on a variety of activities and outreach to the community Craft a meaningful library project, which will be completed through the course of the internship
- Assist customers with library questions, program participation, and computer support
- Be comfortable sharing successes, challenges, opportunities through a prepared presentation
- Work closely with Library staff to learn about various positions in the organization and how they support each other
- Work collaboratively with people from all backgrounds

PHYSICAL DEMANDS

- Work primarily in an office or library environment. Outreach activities may take place outdoors.
- This position requires mobility.
- Occasionally lift and carry and heavy boxes of materials weighing up to 40 pounds.
- Manual dexterity and coordination are required over 70% of the work period while operating equipment such as computers and other standard office equipment.
- Reasonable accommodations will be evaluated on an individual basis.

PRE-EMPLOYMENT REQUIREMENTS

- Reference Check
- Background Check

HOW TO APPLY

Submit a completed BCLD application in print or digital format. Application Forms available on library website or on request at the library. Application due by May 20th by 5:00 p.m. Email to info@bakerlib.org or deliver to the library desk.

Offer of employment would be contingent upon a criminal background check and positive references. Baker County Library District is an equal opportunity and at-will employer.

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