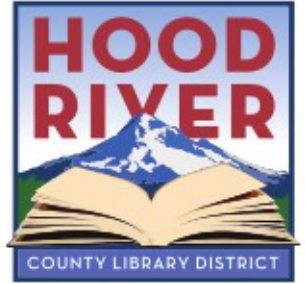


Job Description



Position Title: Teen Intern

Classification: Clerk I (Part time - 10 hours per week)

Exempt/Non-exempt: Non-exempt

Salary: \$13.50

Employment dates: June 28-August 31, 2022 [Temporary Grant Funded position]

Essential Duties and Responsibilities

- Collaborates and assists the Teen Services Librarian and Bilingual Outreach Librarian
- Works on the Bookmobile checking out and in library materials
- Assists with planning Teen Programs
- Helps select items for the library collection
- Creates displays in the library
- Collaborate with staff on social media projects
- Participates and assists with the Library Teen Council and programs
- Shelves library materials
- Labels library books

Secondary Duties:

- Performs other job-related duties as assigned.

Supervision Received

Works under the general supervision of the Assistant Director. Daily assignments and supervision may be provided by a Librarian.

Supervision Exercised

This position does not supervise other employees.

Knowledge, Skills and Abilities

- Familiarity with the Internet and basic office applications, especially word processors.
- Ability to speak and write English fluently. Ability also to speak and write Spanish is preferred.
- Ability to read, write, and interpret routine documents such as reports, correspondence, policies, and procedures.
- Ability to communicate effectively vocally to the public and staff.
- Ability to perform basic mathematical functions.
- Ability to respond to a wide variety of practical problems and unpredictable circumstances.

502 State Street
Hood River - OR 97031

541 386 2535

www.hoodriverlibrary.org

- Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to perform essential job functions with or without accommodation.

Required Qualifications

- This is a grant funded position and the applicant must be sixteen years or older.

Desired/Preferred Education, Experience and Qualifications

- Ability to speak and write English fluently. Ability also to speak and write Spanish is preferred.

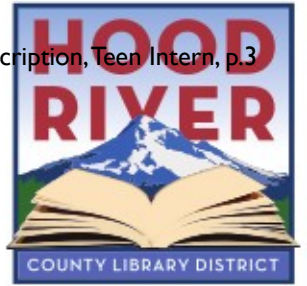
Essential Physical Abilities and Working Conditions

- The Clerk I is a temporary part-time position, up to 10 hours per week. Saturdays and some evening hours are required.
- Stands or walks 50% of the time, 75% of the time.
- Frequently required to walk, sit, talk, or hear. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.
- Moves back and forth between all areas of the library.
- Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
- Regularly lifts and/or pushes or pulls up to 10 pounds, frequently lifts and/or pushes or pulls up to 25 pounds, and occasionally lifts and/or pushes or pulls up to 50 pounds.
- Works at computers screens and monitors regularly while carrying out essential job functions.
- Normal office exposure to noise, stress, and disruptions.

Tools and equipment used

Computer, including the Internet, general office applications, design software, and integrated library system; book carts; copy machine; telephone; book bins, magazine storage racks and boxes; general office tools; calculators; media players; other tools and equipment necessary to perform the essential and peripheral duties of the position.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.



This is an accurate description of the essential functions of my position.

Employee: _____

Date: _____

Direct Supervisor/Manager: _____

Date: _____

Effective Date: May 19, 2022

Last revised: May 19, 2022