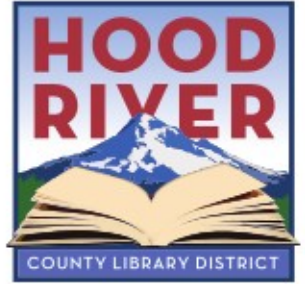


## Job Description



**Position Title:** Teen Intern

**Classification:** Clerk II

**Hours per Week:** 19

**Exempt/Non-exempt:** Non-exempt

**Salary:** \$16.99

**Employment dates:** June – August 2026 [Temporary Grant Funded position]

### **General statement of duties**

This library internship provides an opportunity to be mentored in library operations, offering comprehensive services and support under the guidance of experienced librarians. The intern will collaborate on library programs, manage circulation duties, and learn technology assistance while maintaining an organized, welcoming library environment. Through hands-on experience, the intern will develop professional skills in patron interactions, library resource management, and supporting overall library operations. The Teen intern advances the library's mission by providing welcoming, inclusive services that support patron growth, promote literacy and learning, and foster a lifelong appreciation for libraries.

### **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.

### **Essential duties and responsibilities**

- Collaborates with Librarians to offer library services and programs
- Provides friendly, professional patron assistance, offering information about library services, policies, and procedures
- Resolves patron concerns effectively to ensure positive experiences
- Performs accurate circulation duties, including checking materials in and out
- Manages patron records, including new registrations and updates
- Processes payments for fees according to library policies
- Maintains organization of library materials through proper shelving and arrangement
- Offers basic technology support, including computer and printer assistance
- Guides patrons in using the online catalog and electronic resources
- Handles library card applications and maintains accurate records
- Manages phone and email communications, including answering calls, routing, and message-taking
- Manages shelving and labeling of library materials
- Ensures public areas remain clean, tidy, and welcoming

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- Demonstrates flexibility by taking on additional tasks as needed to support library operations

### **Secondary duties**

- Performs other job-related duties as assigned

### **Required minimum qualifications**

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

### **Desired education, experience and qualifications**

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

### **Special requirements/licenses**

- Criminal background check required.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops, or conferences.

### **Knowledge, skills and abilities**

- Strong customer service and communication skills, with ability to work with diverse audiences.
- Excellent verbal and written communication skills in English, with the ability to effectively engage diverse audiences. Spanish language proficiency is preferred.
- Ability to work collaboratively in a team environment, maintaining positive relationships with colleagues and community partners. Demonstrate willingness to support coworkers, contribute ideas, and adapt flexibly to various situations.
- Basic mathematical and budgetary skills.
- Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to read, write, and interpret routine documents.
- Ability to perform essential job functions with or without accommodation.

### **Essential physical abilities and working conditions**

- The Clerk II is a temporary part-time position, up to 19 hours per week. Saturdays and some evening hours are required.
- Stands or walks 50% of the time, 75% of the time when assigned to the public service desks and 90% 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.
- May be asked to work at any library branch within the district.

- Works at computers screens and monitors regularly while carrying out essential job functions.
- Normal office exposure to noise, stress, and disruptions.
- Newly hired and promoted employees are subject to the completion of a standard 90-day introductory period.

**Tools and equipment used**

Computer, including the Internet, social media, general office applications, design software, presentation applications, and integrated library system; LCD projectors; printers; scanners; e-readers; media players; tablets; smart phones; book bins; book carts; copy machine; telephone; book bins, general office tools; calculators; other tools and equipment necessary to perform the essential and peripheral duties of the position.

| <b>Signatures</b>   |           |      |
|---|-----------|------|
| This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change. |           |      |
| Employee Name   | Signature | Date |
| Supervisor Name   | Signature | Date |

Effective Date: May 19, 2022

Last revised: March 31, 2026