

**JOB TITLE:** Library YOP Internship job description

**Salary Grade:**

**Department:** Volunteer Services

**FLSA Classification:**

**Job Level:** Seasonal Intern

**Job Summary**

The Library Summer Intern will collaborate with library staff to provide a vibrant, engaging, and fun Summer of Discovery program. The primary responsibilities of the Library Summer Intern will be to support volunteers and role model engagement for the Summer of Discovery Program. Tasks will include communicating with volunteers, supporting volunteer appreciation events, covering registration desk shifts, and supporting community programs throughout the library. The intern will play an important role in coordinating, training, and motivating volunteers to inspire children, teens, and adults to read and be involved in summer library programs.

Required Schedule: This is a temporary twelve-week job starting in mid-May scheduled for 20 hours per week. The work schedule will be Tuesdays through Saturdays, generally 9 to 5 p.m. and may include the need for a periodic evening shift. The Library Summer Intern must be available during the first week of June and last week of July and must fully commit to the required schedule for the duration of the program. Please consider if you will be available on key dates with regards to summer vacation plans, other jobs, etc. before applying.

**ESSENTIAL Functions:**

- Commit to the time frame of the seasonal position, June and July, Tuesday-Saturday schedule.
- Oversee volunteer schedule and ensure that volunteer shifts are filled. Inform staff of the weekly volunteer schedule and any changes.
- Serve as a resource and point of contact for volunteers in the Summer of Discovery program through regular communication, answering questions, and following up with volunteers to clarify expectations and procedures.
- Assist Volunteer Services Department in coordinating and communicating regularly with volunteers about needs, shift openings, and training tips, and points of celebration via email, text, and video creation.

**Additional Responsibilities:**

- Manage data and maintain information in the volunteer system including activating volunteers, monitoring hours, setting up shifts, and gathering risk and release forms from volunteers.
- Set up the shifts and slots in the volunteer management system online.
- Facilitate volunteer appreciation and community building opportunities for volunteers through activities, events, and creative incentives.
- Collaborate with staff to train, support, and celebrate volunteers during the program.
- Provide general support at programs, volunteer shifts, and events.

**Required Qualifications:**

- Willingness and ability to work a flexible schedule including evenings and weekends.

- Excellent customer service skills, comfortable speaking in a friendly manner to a variety of people, including adults, teens, and children of all ages.
- Detail oriented and organized.
- Ability to work both independently and collaboratively.
- Experience with database systems
- Professional communications experience such making short informative videos and writing short, informative emails, texts, and social media posts.

**PREFERED Qualifications:**

- Volunteer experience.
- Experience working with a diversity of people.
- Leadership in school clubs and activities.
- Event planning and facilitation skills.
- Excellent problem-solving skills, ability to learn and collaborate.

**Working Conditions:**

Light work in an office environment. Exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Performing repetitive motions. Grasping, lifting and/or raising objects from a lower to a higher position, or moving objects horizontally from position-to position. Seeing, hearing, and speaking required.