



Klamath County Library High School Internship Position

Position: Library Intern

Job Summary:

Assist library staff with the basic functions of the daily workings of the library. Through hands-on experience the right intern will learn the variety of work done in a library as well as the importance of the library within their community.

Primary Responsibilities:

- Assists library staff in preparing and presenting summer programs
- Under the direction of library staff, assists patrons locating materials and resources
- Helps in maintaining the library collection by inventorying, re-shelving, and organizing
- Responsible for creating a library display
- Other duties as assigned

Required Skills/Qualifications:

- Responsible
- Friendly
- Crafty
- Comfortable with all ages of library patrons
- Organizational skills
- Willing to learn
- Attention to detail

Expected Hours:

- 25-30 hours/week

Student Can Expect:

- Experience in a hands-on work environment
- A variety of daily tasks and situations
- Gained experience in customer service
- Many opportunities to ask questions and learn from a professional in the world of libraries

How this might benefit the student: Our intern will be able to try a variety of different tasks, many which would apply to any customer service employment in the future. Additionally, if student attends college and applies for work study, prior library experience would help secure a library work-study position.