

# MCINTOSH MEMORIAL LIBRARY TEEN INTERN JOB DESCRIPTION

## General Description

McIntosh Memorial Library is seeking a temporary, paid Teen Intern for the summer months of June, July and August 2024. Applicants must be between the ages of 16-19 and available to work two three-hour shifts per week. Specific work hours are Monday and Friday evenings between 2:00-5:00pm for 11 weeks beginning Monday, June 3<sup>rd</sup>, 2024 and ending on Friday, August 9<sup>th</sup>, 2024. There will be no work shift on Friday, July 5<sup>th</sup>, 2024. There is limited flexibility in the work schedule; however, some unique circumstances may be considered.

The Teen Intern will have the opportunity to gain an understanding of the full scope of services offered by exploring roles within McIntosh Memorial Library.

Under the guidance of their supervisor and mentor, (the Youth Services Director), they will also have the opportunity to develop and implement a connected learning project. The connected learning project will combine the intern's interests with real-world opportunities and be presented to the public during a date and time decided by the intern and their supervisor. The presentation and any additional tasks for the connected learning project will be considered additional paid work hours.

## Supervision

The Teen Intern will work under the direct supervision of the Youth Services Director. Their supervisor is also considered their mentor. They will also work closely with other staff members across all departments.

## Position Background

The internship is offered in conjunction with the Wisconsin Department of Public Instruction.

## Principal Duties and Responsibilities

- Work closely with library team members to learn about various positions in the library and how they support each other.
- Craft a meaningful connected learning project under the guidance of their supervisor/mentor which will be completed through the course of the internship.
- Work collaboratively with people from diverse backgrounds and all ages.
- Provide customer service to patrons.
- Through oral or written communication, be able to describe the internship and connected learning project experience.
- Participate in two surveys conducted by the Wisconsin Department of Public Instruction.
- Meet one-on-one with their supervisor/mentor at least two hours per week.
- Work independently at their desk up to six hours per week.

## **Knowledge, Skills, and Abilities Required**

- Ability to work independently.
- Ability to work 6 hours per week during the scheduled shifts on Mondays and Fridays 2:00-6:00pm.
- Good interpersonal skills and the ability to maintain and foster cooperative and courteous working relationships with the public.

## **Physical Requirements & Working Conditions**

- Far vision at 20 feet or further; near vision at 20 inches or less.
- Talking and hearing.
- Ability to mobilize throughout the library and be able to stoop, bend, twist, and reach (up, across, and down).
- Ability to work and mobilize outside/outdoors of the library and be able to stoop, bend, twist, and reach (up, across, and down).
- If needed, the ability to mobilize across sidewalks and paved pathways up to 2 miles (maximum) while carrying or carting a lightweight bag in summer-weather conditions; ie. High humidity, high temperature, light rain, wind, sun (not in extreme weather).
- The ability to complete errands without supervision in downtown Viroqua.
- Must be able to provide or arrange own transportation to and from work.

## **Examples of Connected Learning Projects conducted across the state:**

- Intergenerational LGBTQ+ community roundtable
- Audio engineering and videography workshops to create a music video
- Library resource booklet for at-risk youth: how to get your GED and look for jobs.
- Naturalization Study Group for community members with transitional immigration statuses
- Create and implement a Latine teen book club
- Body Image Bootcamp, a virtual program for tweens and teens with body positive speakers
- STEM programming for elementary aged summer reading participants

This internship is made possible by funding from the Wisconsin Department of Public Instruction.