



Library Teen Summer Intern

DEPARTMENT:	Library	SUPERVISOR:	Library Director
CLASSIFICATION:	Non-Exempt	PAYROLL:	LIB INT

POSITION SUMMARY: The Stayton Public Library is seeking an enthusiastic teen to participate in a paid Library Summer Internship. This position is funded for 144 hours over 9 weeks during the summer of 2026. This project was made possible in part by the Institute of Museum and Library Services through the Library Services and Technology Act, administered by the State Library of Oregon.

This position includes:

- Contributing to the design and delivery of a connected learning project to be completed through the course of the internship, including documenting and presenting project outcomes and learning;
- Working closely with library staff to increase their understanding of the scope of library work;
- Engaging with the community to build empathy and skillset beneficial for jobs serving the public;

The ideal candidate will have great interpersonal skills, be able to work collaboratively, be flexible in a fast-paced, dynamic environment, and cultivate their competence in the workplace with a willingness to learn.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Provide positive customer service experience throughout the library, which includes at the desk, in the stacks, at programs and events, and off-site as needed.
- Contribute to a healthy, welcoming library environment for individuals of all ages, abilities, and backgrounds, respectfully engaging with everyone from young children to the elderly, as well as those with disabilities.
- Help prepare the library for business operations.
- Provide assistance with programming for children, teens, and adults.
- Help maintain a tidy, visually appealing, and organized library environment.
- Maximize productivity during quiet times and navigate distractions during busier periods.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employees or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- Be between the ages of 16 and 19 by June 1, 2026.
- Demonstrates the knowledge, skills, and abilities to perform the above duties.

CERTIFICATES/LICENSES/REGISTRATIONS

- This position does not require any certificates, licenses, or registrations.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- The library is a busy and dynamic public environment, where staff are expected to prioritize excellent customer service while contributing to a variety of other tasks and projects.
- The noise level in the work area is typical of an active community space, with lots of interruptions, noise, and activity, punctuated by quieter periods.
- Work schedule may include evening and weekend hours.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- The position requires mobility, manual dexterity, and coordination throughout the workday.
- The employee is frequently required to stand, bend, kneel, stoop, reach, and manipulate objects. Duties involve preparing programming materials, moving books and other items on a regular basis, and may include moving larger equipment such as tables, chairs, or other items that could weigh up to 40 pounds or more.

SUPERVISION

- Works under the general supervision of the Library Director.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Library Teen Summer Intern

Date

Library Director

Date