



## Libraries of Stevens County

3988 Highway 292

Loon Lake, WA 99148

(509) 233-9621 – [thelosc.org](http://thelosc.org)

### Position Description

POSITION TITLE: Library Teen Internship

FLSA STATUS: Non-exempt

SALARY RANGE: Page - Minimum Wage ([2026 Wage Scale](#))

POSITION SUMMARY: This is a grant funded position for Summer 2026. Under general supervision, provide direct and indirect customer service, assistance, and program support for up to three library locations. In partnership with a library mentor, plan and implement an interest driven project for library and/or community benefit (this could include: plan a program, create an organized storage system, scanning and filing paperwork or local history, etc).

### RESPONSIBILITIES:

1. Provide customer service, including, but not limited to:
  - a. Checking materials in
  - b. Submit items for mending, cleaning, damage evaluation, etc.
  - c. Answer telephone calls, assisting when able and referring to a supervisor as appropriate
  - d. Providing tech help and device instruction to the public; including printing and scanning assistance
2. Assist with daily library operations. Tasks may include, but are not limited to:
  - a. Emptying outdoor and indoor bookdrops; check in items
  - b. Shelving materials numerically/alphabetically
  - c. Processing discards (removing stickers, moving to designated sale space, etc.)
  - d. Shifting materials, as needed, on shelves
  - e. Shelf reading: reading spine labels quickly, both alphabetical and Dewey decimal, to determine if materials are in order
  - f. Running and printing assigned reports and locating materials on the shelf
  - g. Receiving book and audio visual donations from members in the community, including carrying the materials to a storage area
  - h. Perform clerical duties, including helping to compile statistical records
3. Assist a staff member with readers' advisory and reference service for all ages
4. Provide support for programs of all ages, including assisting with, preparing, or supervising as needed. Specific tasks may include, but are not limited to:
  - a. Supporting programming lead(s) with duties such as greeting, craft preparation, lamination, kit assembly, counting small supplies (beads),etc.
  - b. Setting up and taking down tables and chairs for programs
  - c. Helping children with craft projects, scavenger hunts, etc. as necessary
5. Assist with keeping the library spaces clean and tidy during open hours. Tasks may include, but are not limited to:
  - a. Cleaning heavily utilized library spaces as needed (wiping circulation desk, cleaning computer screens, etc.)

- b. Straightening furniture, cleaning and arranging children's area items, untangling computer /headphone cords, etc
  - c. Occasional outdoor tasks, such as light garbage pick-up, weeding flower beds, cleaning outdoor furniture, etc.
- 6. In partnership with a library mentor, plan and implement an interest driven project for library and/or community benefit. This is dependent on intern's interests and could include:
  - a. planning and conducting a program
  - b. creating an organized storage system for craft supplies
  - c. scanning and filing paperwork or local history
  - d. attending outreach events, such as fairs, on behalf of the library
- 7. Adhere to all library district policies and procedures
- 8. Perform other duties as may be assigned to support the District's mission

**SUPERVISION:**

Works under the supervision of a Library Manager and/or Library Assistant 2; works in conjunction with an assigned library mentor at home library location

**QUALIFICATIONS:**

Required

- 1. Aged 16-18; must be in High School or 2026 HS graduate
- 2. Customer service awareness and perspective
- 3. Ability to work effectively with staff and customers of all ages and walks of life; maintain confidentiality and privacy of all transactions, library visits, etc.
- 4. Ability to learn and use District computer systems and various software
- 5. Ability to solve problems using initiative and good judgment
- 6. Ability to accept and follow instructions
- 7. Ability to manage detail; recognize and set priorities
- 8. Communicate effectively both orally and in writing
- 9. Ability to ask questions and offer feedback
- 10. Ability to meet physical requirements to complete duties throughout the day (standing for long periods of time, lifting 40lbs, etc)
- 11. Valid driver's license OR reliable transportation for weekly schedule
- 12. Attendance at up to four (4) required Zoom webinar meetings for grant fulfillment

Preferred:

- 1. Knowledge of local hometown library
- 2. Experience working with public
- 3. Experience with Google Suite products (Gmail, Docs, Sheets, etc)

**WORKING CONDITIONS:**

- 1. Will be assigned to a home library, but may be required to drive to other locations as needed
- 2. Flexible working schedule that may include weekends (Saturdays and Sundays) and evenings
- 3. Public library and/or retail environment

4. Tools used are standard office equipment including but not limited to: computers, office software, the Internet, copy machines, scanners, telephones, and other equipment as necessary. Two-factor authentication is required for email accessibility.
5. Online Meeting Formats, e.g. Zoom, Teams, Meet, etc.
6. Fast-paced, busy, multifaceted work environments
7. Valid First Aid and CPR certification may be required

**PHYSICAL AND MENTAL REQUIREMENTS:**

1. Hearing and speaking to customers, staff and telephone callers
2. Standing and/or walking for extended periods of time
3. Sitting for extended periods of time
4. Using a keyboard and viewing a computer monitor
5. Bending, stretching and reaching to retrieve materials
6. Daily lifting or carrying items up to 40 pounds, multiple times a day
7. Continually moving quickly around locations within the library throughout the day
8. Traveling to libraries within the District, on occasion
9. Tolerance for multiple interruptions
10. Managing detail and multiple demands and setting priorities
11. Working under moderate levels of stress
12. Solving problems requiring interpretation, referring to a manager or LA2 as necessary
13. Independently motivated; identify what needs to be done

Approved: June 1, 2026