KITSAP REGIONAL Library

Position Description

**TITLE:** Community Learning Intern

**FLSA STATUS:** Non-Exempt
**RANGE:** 1

## GENERAL DESCRIPTION

Under general supervision, performs a wide range of assistance and job shadowing functions during a 360-hour paid career exploration experience. Typical duties include supporting services as directed by the STEM and Learning Supervisor, sorting, maintaining, and retrieving materials, job shadowing in Library and community settings, exploring and applying to future employment or higher education goals, setting, and communicating project goals, completing and sharing projects.

This opportunity is available to Kitsap County young adults 16-25 years old. Recruitment for this position will be provided by community partners, including WorkSource and career centers at local schools.

## ESSENTIAL FUNCTIONS

Any of the following duties may be performed. These examples are representative and do not include all specific tasks an incumbent may be expected to perform:

**DUTIES:**

- Job shadow the general duties of various career fields in libraries and partner organizations, as directed by STEM and Learning Supervisor or Public Services Managers.
- Maintain a schedule that includes job shadowing, career exploration and goal setting.
- Complete a project plan using SMART goals with input from others at the Library and in the community.
- Perform minor service of equipment and space, including setting up, clearing out, taking inventory, and tearing down equipment or furniture in the job shadowing setting.
- Communicate in person or using email, Zoom, SharePoint and other platforms.
- Provide general assistance in public services or outreach settings through job shadowing in the library or community.
- Complete training and professional development tasks to gain workforce skills using an array of worksheets, templates, tools, software, and devices.
- At the completion of the internship, develop professional materials for future career, school, or scholarship applications, including a portfolio, resume, cover letter, curriculum vitae, or personal statement depending on personal goals or interests.

- May assist in promoting programs, information, services, and materials, as directed.
- May perform other related duties, as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to maintain regular and reliable attendance.
- Ability to communicate effectively verbally and in writing.
- Ability to follow written or oral procedural instructions accurately.
- Ability to interact positively with community members of all ages and other library staff.
- Ability to establish priorities and organize workload.
- Ability to work independently and maintain concentration.
- Ability to work a schedule including evenings and weekends.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by a staff member to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the incumbent is required to:

- (CONTINUOUS) seeing, talking, walking, hearing, standing, bending, grasping, reaching, handling and manual dexterity.
- (FREQUENT) sitting, kneeling, stooping, crouching, twisting, squatting, keyboarding, and repetitive motion of hands/wrists.
- (OCCASIONAL) climbing, crawling, and balancing.
- Must be able to sort, unpack, lift, and maneuver up to 40 pounds regularly and occasionally in excess of 50 pounds.
- Regularly requires the ability to push, pull and maneuver a loaded book cart (20 pounds of push/pull force) on a frequent basis over an extended period of time.

Kitsap Regional is committed to developing a barrier-free recruitment process and work environment. If you require any accommodation, please email us at jobs@krl.org and we'll work with you to meet your accessibility needs.

## QUALIFICATIONS AND EXPERIENCE

Must be 16-25 years of age and live within Kitsap County.

## LIBRARY EXPECTATIONS

Listed below are expectations of all library employees:

- Excellent customer service for patrons and co-workers.
- Knowledge and support of Kitsap Regional Library's principles of intellectual freedom.
- Knowledge and support of Kitsap Regional Library's policies and procedures.
- Ability to work effectively within a team.
- Ability to adapt to rapidly changing information, technology, work procedures and library services.
- Ability to maintain confidentiality in dealing with patron and/or employee records.

## BENEFITS & SALARY

All intern positions are eligible for participation in the Employee Assistance Program and Washington State Paid Sick Leave.

Interns will be paid $17.73 per hour.

## SCHEDULE

This is an intern position with a variable schedule. All interns must complete 360 hours over the course of 8-10 months. The schedule will be determined in consultation with the supervisor upon hire and will comply with all applicable labor laws for minors.