

CITY OF IOWA CITY - Job Description

Job Class #9989

FLSA Non Exempt
Non Civil Service

Identification

Position Title: Hourly Library Intern
Job Title: Teen Services Intern
Department: Adult Services
Division: Library
Immediate Supervisor: Adult Services Coordinator

Job Summary

Under supervision of Teen Services staff, works with teens in the Koza Family Teen Center and at programs. Provides program planning and implementation assistance. Interacts with teen patrons and solicits feedback to develop pertinent activities and programming. Assists teens with use of Teen Center computers and gaming systems. Promotes Library's collections. Helps keep Teen Center tidy and organized.

Essential Job Duties and Responsibilities

Supervises evening and weekend use of the Teen Center.

Helps plan and **implement** programs for teens including Teen Summer Reading Program.

Promotes use of the collection; **updates** booklists and **maintains** book displays.

Engages and **interacts** with teens using the Library spaces.

Maintains awareness of current and emerging technologies.

Assists teens with use of Teen Center computers and video gaming systems.

Requires regular nights and weekend shifts.

Works on departmental projects as assigned.

Implements established policies and procedures regarding the safety and security of patrons and fellow staff members.

Presents the Iowa City Public Library and its services consistently in a positive manner and **adheres** to customer services procedures and guidelines as established by the Library.

Conducts self in a manner which **promotes** and **supports** diversity and inclusivity in the workplace and community.

Performs other duties as assigned.

Physical and Environmental Conditions

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk and hear. The employee frequently is required to walk, sit, and reach with hands and arms. The employee is occasionally required to stand. Ability to move about in a library setting. Ability to lift boxes, equipment, and materials weighing up to 50 pounds. Ability to push carts weighing up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and depth perception.

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

The noise level in the work environment is usually moderate.

Minimum Education, Experience and Certification

Must be enrolled in post-secondary program or course study. Programming experience with teens required. Must pass criminal background check.

Preferred Education, Experience and Certification

Experience with programming and supervising teens in groups preferred. Ability to speak Spanish, Arabic, French or Swahili desirable.

Knowledge, Skills, and Abilities

Knowledge of Young Adult literature. Ability to navigate various social networking software platforms (Facebook, Discord, etc.). Computer skills including word processing, database, and Internet. Skill working with the public, especially teens, and Library staff. Working skill in operating standard office equipment, audiovisual equipment, or related equipment. Knowledge of and ability to use personal computers and video gaming systems, including software and Internet applications.

Ability to communicate effectively over the telephone, in writing, and in person. Ability to operate a variety of specialized electronic and media equipment. Ability to read and understand written technical materials in order to perform production activities. Ability to understand and follow written and oral instructions with general supervision. Ability to understand, interpret, communicate, and follow Library policies and procedures. Ability to work in a team environment to delivery Library services. Working ability to prepare reports and maintain records and statistics.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position.