

POSITION OPEN

July 24, 2024

JOB TITLE: Library Page Intern -- Part-Time (Baker Branch), average 8-10 hours per week.

APPLICATION DEADLINE: First round August 7, 2024.

Baker County Public Library employs high-school students for paid Library Page Internship positions. Must be able to make quick and accurate work of sorting, shelving, and Internet research, be fun, and be good with people. Come be a part of what makes Baker County a great place to be!

GENERAL PURPOSE:

Library Pages are responsible for the physical maintenance of the collections within a library and primarily sort, shelve and maintain library materials to contribute to efficient and effective library services. Select Pages may be assigned front desk duties.



Other responsibilities may vary depending on library needs, but the core expectation is maintaining order. Performs various clerical tasks in support of library operations, e.g. processing shipments and donations, repairing materials, replenishing supplies, straightening furniture, picking up materials for shelving or disposal, cleaning counters and floors, mail sorting, photocopying, typing, etc. Answers basic questions from patrons on the floor.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of English language, spelling, arithmetic, alpha/numeric sorting methods, general clerical skills, operation of computer software and other standard office equipment, customer service, and interpersonal skills. Ability to handle the physical aspects of the job such as pushing/pulling book carts, lifting and carrying boxes of books, frequent kneeling, bending, and reaching with books in hand.

QUALIFICATIONS:

Must be a student age 14-18, working toward high school diploma with any combination of experience and training that demonstrates the knowledge, skills and abilities to successfully perform the job.

PREFERRED QUALIFICATIONS:

Previous work experience in a library or similar setting. Bilingual Spanish-English skills preferred.

SCHEDULE / EMPLOYMENT TERMS: Part-time, Limited duration. Schedule and start date to be determined. As the Library Page Internship Program is intended to help train and support high-school age students for the workforce, **this employment is limited to one year but may be renewable depending on intern performance and available funding.**

COMPENSATION: Starts at \$14.58 per hour.

SECURITY: Criminal background check may be required if selected for position.

HOW TO APPLY: Application available at any BCLD library branch or downloadable from www.bakerlib.org/about-us. Additional resume and cover letter recommended. Send completed application materials to jobs@bakerlib.org (job title in subject line) or deliver to Baker County Public Library in Baker City. Application materials accepted through deadline date/time at top of this sheet.

**Baker County Library District participates in the federal Employment Eligibility Verification Program (E-Verify).
As an Equal Opportunity Employer, we are committed to a diverse workforce.**