



## VACANCY ANNOUNCEMENT

*Open to all qualified current staff  
and external applicants*

# YOUNG ADULT SERVICES – TEEN INTERN

**(Two Temporary positions, up to 10 weeks, up to 15 hours per week)**

Position# 714023001, 714023002

- DATE POSTED:** April 21, 2022
- LOCATION:** 20 N Cascade Ave., Colorado Springs, CO 80903  
5550 N Union Blvd, Colorado Springs, CO 80918  
7035 Old Meridian Rd, Peyton, CO 80831  
685 N Murray Blvd, Colorado Springs, CO 80915
- HOURLY WAGE:** \$15.00 per hour
- POSITION HOURS:** This internship offers up to 15 hours per week for ten weeks from May 25 - August 3, 2022. The hours will be determined with the interns and will be during general operating hours of the library. Occasional evenings and weekends.

**NOTE:** Applicants must be an incoming high school junior or senior, or college freshman for the fall 2022 term.

Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

### PROCEDURE FOR APPLICATION:

1. Complete a PPLD online application located at [ppld.org/Jobs](http://ppld.org/Jobs) on the Application tab
2. **Requires a resume**
3. **Requires a cover letter. In the cover letter, please tell us about your skills and interests. How will working in the Library build your skills and interests?**
4. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
5. If you require an accommodation to complete your job application, please contact the Human Resources Office at 719-531-6333 extension 6380

**CLOSING DATE:** Online application materials must be submitted online by **May 09, 2022** at 9:59 p.m. MDT

### CONDITIONS OF EMPLOYMENT:

#### All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-Verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice.

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**EOE** As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

## **YOUNG ADULT SERVICES – TEEN INTERN (continued)**

**BROAD SCOPE OF POSITION:** The PPLD Teen Paid Internship is meant to introduce teens in El Paso County to careers in librarianship. Throughout the summer, teen interns will provide customer service, behind the scenes support, and may develop a project to learn about administration, programming, and user services in public libraries. One intern will work mostly behind the scenes at East Library supporting Young Adult Services. The second intern will work at one of these libraries: Penrose Library, Ruth Holley Library, East Library, or High Prairie Library. Location will be based on the intern's preference.

This internship offers up to 15 hours per week for ten weeks from May 25 - August 3, 2022.

### **ESSENTIAL FUNCTIONS:**

- Working in conjunction with permanent PPLD staff members, interns would help provide desk coverage, such as providing circulation or reference help.
- Provides excellent customer service and maintains a courteous, positive image of the Library; maintains confidentiality in all customer and staff interactions.
- Assist with program preparation and/or facilitation
- May help children and teens with crafts.
- Assist staff with everyday functions of the library such as emptying bookdrop; check in and process returned materials as assigned; shelves materials.
- Creating and maintaining attractive and effective book displays.
- Give input and develop content for PPLD's social media accounts.
- May help others find good books to read through booklists.
- May have the opportunity to develop a project that meets a community need.
- Other duties as assigned.

**East Library behind the scenes additional duties:** Help develop program kits and Take & Makes that will be implemented in libraries, including writing and testing instructions, compiling supplies, and developing the routing schedule.

### **REQUIRED EXPERIENCE / KNOWLEDGE / ABILITIES:**

- With training, knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- After training, the ability to act as an ambassador of Pikes Peak Library District by promoting its mission and vision to the public.
- Ability to work independently and effectively organize daily work under general supervision.
- Ability to work as part of a team, demonstrating an excellent customer service attitude.
- Demonstrates flexibility to actively support change in order to meet strategic goals and objectives.
- Demonstrates excellent verbal and written communication skills; maintains effective relationships with patrons, coworkers, and with staff at all levels.
- Demonstrates ability to exhibit sound judgment and demeanor in public interactions; thinks and acts appropriately under pressure.

## **YOUNG ADULT SERVICES – TEEN INTERN (continued)**

### **MINIMUM QUALIFICATIONS:**

- Be an incoming high school junior or senior, or college freshman for the fall 2022 term.
- Commitment to work paid local project hours for up to 10 weeks and up to 15 hours per week at assigned location at a rate of \$15.00 per hour.
- PPLD will provide training on general workplace expectations, customer service, applicable software, and other assigned duties.

### **Physical and Environmental Conditions:**

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to stand for extended periods of time. Position requires the ability to occasionally reach, bend, climb, twist and squat. Position requires the ability to lift up to 35 pounds. Ability to push a loaded book truck required.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.