



# JOB POSTING

whatcom county  
library system

**POSITION:** TEEN INTERN

**DEPARTMENT:** Youth Services

**POSTING DATES:** THURSDAY, 09/20/18 TO THURSDAY, 10/18/18

**SALARY:** \$11.50/hour

**WORKING HOURS:** Four (4) regular weekly hours, worked in 2-hour shifts two days per week; schedule is flexible and will be determined together with the Teen Services Coordinator

**DURATION:** 16 weeks, with option to extend for another term

**LOCATION:** WCLS Administrative Services, 5205 Northwest Drive, Bellingham, WA with possible travel to library branches for programs or projects.

**DUTIES:** Assist Youth Services department in providing teen-related library service: write and edit book reviews and produce book vlogs, assist with programming, contribute to library social media platforms, assist with special projects, and perform other duties as assigned.

**QUALIFICATIONS:** Avid reader of young adult literature; ability to write and produce book reviews and vlogs; keen interest in learning more about the library and promoting library use among teens; ability to maintain a pleasant and productive working atmosphere. Work requires considerable physical effort in the handling of materials up to 30 pounds and/or continual standing or walking 70%+ of the time. Requires the ability to speak, write, and understand English. Must be in Grade 10-12, and 16 years of age or older to apply. Must have a WCLS library card. ***New employees are subject to a CRC (criminal records check) per RCW 43.43.832.***

**APPLICATION:** Submit a completed [WCLS Employment Application](#)\* along with a book review (one page or less) from a recent read by **5:00 PM THURSDAY, 10/18/18** to:

Whatcom County Library System  
5205 Northwest Drive  
Bellingham, WA 98226  
**Attn: Tamar Clarke, Teen Services Coordinator**

Call (360) 305-3611 or email [teenintern@wcls.org](mailto:teenintern@wcls.org) for further information.

*\* Résumés and cover letters are optional, unless requested, and will not be accepted as a substitute for a completed WCLS Employment Application form. Application forms are available at [www.wcls.org](http://www.wcls.org) to print, fill out and mail in, or at the above address, or at any Whatcom County Library branch.*

**JOB BEGINS:** As soon after hiring as possible

**SELECTION:** Selection criteria may include the contents of the application, an oral interview, and a skills test. Selection of applicants for further consideration and/or possible testing will be determined by the information supplied by the applicants on their applications and accompanying documents. It will be the responsibility of the applicant to supply sufficient information and detail on the application to permit WCLS to properly determine the applicant's qualifications, abilities and attributes as they relate to the listed position. Interviews will be scheduled ONLY with best qualified applicants, based upon applications, résumés and other documents received, and test results. Applicants who need accommodation during the application, testing or interview process should contact Human Resources.

The library is an *EQUAL OPPORTUNITY* employer. All qualified applicants will receive consideration without regard to race, ethnicity, religion, color, age, gender, marital status, sexual orientation, gender expression or identity, status as an actual or perceived victim of domestic violence, sexual assault, or stalking, the presence of any sensory, mental or physical disability or the use of a trained dog guide or service animal by a person with a disability, honorably discharged veteran or military status, or any other legally protected class.