

LIBRARY TEEN OUTREACH INTERN

Recruitment #2112-3352-001

List Type	Exempt
Requesting Department	LIBRARY
Open Date	12/13/2021 12:45:00 PM
Filing Deadline	1/10/2022 4:45:00 PM
HR Analyst	Nola Nelson

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INTRODUCTION

*Are you a teen looking to gain valuable work experience while making a positive difference in your community?
This is the internship for you!*



MILWAUKEE

PUBLIC LIBRARY

PURPOSE

Teen Outreach Interns assist in implementing the library's "**Connected Learning for Teens**" initiative, fulfilling the mission and vision of MPL and employing the strategies outlined in the Library's "MPL2020: Our plan for the Future" (https://www.mpl.org/about/mpl_2020/). Interns serve as faces and voices for the Library, spearheading teen outreach projects and developing new programs for teens in the Milwaukee community. They consult on space design and redesign, mentor their peers, and host engaging events, all while developing critical career skills in the process.

We are looking for innovative and dedicated students who want to help others read, learn, and connect. If this is you, submit your application today!

ESSENTIAL FUNCTIONS

LEAD SPECIALTY PROJECTS

- Develop and implement projects designed to engage teens in all that MPL has to offer, including building citywide programs targeted to teens, spearheading major teen outreach initiatives, hosting events and drop-in programs for teens, and consulting on new models for teen services at the library.

BUILD AND FACILITATE SPACES FOR CONNECTED LEARNING AT THE LIBRARY

- Help facilitate daily Open Making Time in MPL Makerspaces. Work closely with patrons to help them engage with equipment, programming, and instruction in the Makerspaces. Assist with grant writing, tours, and presentations to support the continued growth of MPL Makerspaces. In collaboration with other teens in the community, consult on the design for new teen spaces and services. Create placemaking art for Makerspaces. Help to engage families and educators in using library resources.

SPEARHEAD TEEN PROMOTION

- Help get the word out about library events and programs for teens. Serve as a liaison to peers, using social media and other effective strategies to engage teens in MPL programs and resources.

PROFESSIONAL DEVELOPMENT

- Learn how gaining experience as a library intern supports one's future plans. Help peers to connect the dots between internships and their future plans by hosting college and career readiness programs.

COLLABORATE

- Work closely with colleagues in the internship program, MPL staff, and community members to achieve the mission and serve the community. Advise on multiple library projects that relate to teens and the target markets outlined in "MPL 2020: Our plan for the Future."

REFLECT

- Coached by MPL staff, document activities, measure progress, and report on accomplishments.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- **Individuals who complete an application for general City employment on or after September 1, 2021 and are subsequently appointed to a position must provide proof of being vaccinated against COVID-19 (i.e., received both doses of the Moderna or Pfizer or one dose of the Johnson & Johnson vaccine) or have an approved religious or medical accommodation within ten business days of their employment start date.**
- The work schedule is an average of 10 hours a week during the school year, which includes regular after school and weekend hours.
- Teen Outreach Interns will be asked to report to either the **Mitchell Street Branch** (906 W Historic Mitchell St, Milwaukee, WI 53204) the **Good Hope Branch** (7717 Good Hope Rd, Milwaukee, WI 53223) or the **Washington Park Branch** (2121 N. Sherman Blvd. Milwaukee, WI 53208) on a regular basis. In the event that a Teen Outreach Intern is asked to report to another location in Milwaukee, a bus pass will be provided if needed.
- Some flexibility relative to hours and location may be required based on program needs.
- Successful Teen Outreach Interns may have the opportunity to work past August 31, 2022.

MINIMUM REQUIREMENTS

1. Currently enrolled in high school. **NOTE:** There is no minimum GPA requirement, but a current high school grade report must be included with your application.
2. Must be at least 16 years old at time of application (January 10, 2022); and may not be more than 18 years old on the starting date of the internship (February 8, 2022).
3. Must have reliable transportation to and from work.

DESIRABLE QUALIFICATIONS

- Leadership experience in school and other relevant activities.

- Genuine interest in helping peers to develop 21st-century literacies.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to read work-related documents in English.
- Ability to express oneself well in writing.
- Ability to speak clearly and confidently.
- Ability to develop rapport with peers, parents, and community partners.
- Ability to work well both independently and in a team.
- Basic project management skills.
- Ability to learn technology fundamentals, including the Adobe Creative Suite.
- Ability to learn communications and marketing principles, particularly social media.
- Planning, organizational, and time management skills.
- Commitment to representing the Library in a positive manner.

CURRENT SALARY

The current starting salary (Pay Range 9MN) is **\$15.00 per hour**, and the resident incentive salary range for City of Milwaukee residents is **\$15.45** per hour.

SELECTION PROCESS

INITIAL FILING DATE: Receipt of applications may be discontinued at any time after **Monday, January 10, 2022** without prior notice. However, recruitment may continue until the needs of the City have been met.

SELECTION PROCESS: The Milwaukee Public Library reserves the right to call only the most qualified candidates to oral interviews. Oral interviews may include written exercises. Interviews are scheduled to take place from January 19, 2022, through January, 26, 2022, at Mitchell Street Branch, located at 906 West Historic Mitchell Street, Milwaukee, WI 53204 (dates subject to change).

BACKGROUND CHECK: Successful applicants will be required to pass a background check.

ADDITIONAL INFORMATION

APPLICATION PROCEDURE:

- **APPLY ONLINE AT:** https://mpl.org/for_youth/teens/teen_interns_application.php
- Applications and high school grade reports should be submitted no later than **4:45 PM on January 10, 2022.**
- Further information may be obtained in person at any MPL branch or by calling (414) 286-3019.

CONCLUSION

EEO Code = 605

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.