

LIBRARY AIDE/CLERK I

BBEDC/CITY OF DILLINGHAM LIBRARY
YOUTH INTERNSHIP

QUALIFICATIONS:

- BBEDC CDQ COMMUNITY RESIDENT
- MUST BE 14-17 YEARS OLD
- ABLE TO ALPHABETIZE AND USE THE DEWEY DECIMAL SYSTEM
- ABLE TO ASSIST LIBRARY PATRONS IN A COURTEOUS, HELPFUL, AND PROFESSIONAL MANNER
- ABLE TO ENFORCE LIBRARY BEHAVIOR STANDARDS AMONG CHILDREN AND TEENS USING THE LIBRARY
- ABLE TO WORK WITH CO-WORKERS, OUTSIDE AGENCIES, AND VENDORS IN A PROFESSIONAL MANNER

DUTIES:

- PROVIDE INFORMATION AND SERVICE TO PATRONS DURING LIBRARY HOURS
- ASSIST WITH ELECTRONIC CARD CATALOG, FINDING LIBRARY MATERIALS, REFERENCE QUESTIONS, AND HELP WITH COMPUTERS
- RE-SHELVING LIBRARY MATERIALS
- "SHELF-READ" DAILY TO MAINTAIN ORDER IN THE LIBRARY'S MATERIALS
- USE THE LIBRARY'S AUTOMATION SOFTWARE TO CIRCULATE MATERIALS
- MANAGE INTER-LIBRARY LOAN REQUESTS AND RETURNS
- SORT MAIL, HANDLE MAGAZINES, AND CATALOGS
- ASSIST LIBRARIAN WITH PROCESSING NEW MATERIALS
- SUPERVISE UNATTENDED CHILDREN AND TEENAGERS USING THE COMPUTERS AND OTHER LIBRARY MATERIALS
- OTHER DUTIES AS ASSIGNED

COMPENSATION:

- \$17.51 PER HOUR
- 30 HOURS PER WEEK
- JUNE - AUGUST 2026
- UP TO 11 WEEKS OF EMPLOYMENT

**BBEDC WILL BE ACCEPTING APPLICATIONS
UNTIL THE POSITION IS FILLED.**

FOR AN APPLICATION OR ADDITIONAL INFORMATION,
CONTACT BBEDC AT 1-907-842-4370