

## **Intern II: Lead Outreach Intern**

**Salary:** \$20 hourly

**Location:** Lead Outreach Interns will be assigned a geographic region of San Mateo County - south, north, central or coastal and will be responsible for travelling throughout the assigned region on a daily and weekly basis.

**Schedule:** This internship has a flexible and non-regular schedule. The intern will work 30 hours per week (Monday-Sunday). The hours will vary and may include evenings. The 10 week internship will start in June, with a required 4 day training during the week of May 31-June 4.

**Definition:** San Mateo County Lead Outreach Interns will be college students who provide direction and coaching to a team of five outreach interns as well as participating in direct outreach and programming for youth. Programs already planned for this summer include: 3D Printing, enrichment classes, a concert series, special performers, Storytimes, and Paws for Tales.

### **Examples of Duties:**

- Inputting schedules
- Communicating events and plans to intern team and library locations
- Observing intern program facilitation
- Helping develop and lead hands on learning activities for youth
- Enrolling youth in the Summer Learning Challenge
- Giving feedback and supporting continuous program improvements
- Keeping supervisor up to date on daily activities
- Representing the library at outreach events
- Inspiring the regional team to achieve a high level of sign ups and participating in summer learning with the library

### **Knowledge of:**

- Hands-on learning facilitation
- Cultural diversity issues
- Coaching or tutoring
- Youth development and protective factors

### **Skill/Ability to:**

- Show leadership
- Use communication and problem solving skills to assist parties in developing and accepting solutions in stressful situations
- Excellent organization
- Show initiative in developing outreach activities to draw attention and deliver high quality facilitated learning experiences
- Have patience and empathy while maintaining high expectations for the development of team member interns
- Handle interpersonal conflict and communicate positively
- Strongly identify as a learner and passionate about supporting the learning experiences of others

- Recruit participants and feel comfortable doing outreach including cold calls, introducing self to people out in the community, and doing everything possible to make enriching experiences available to all youth in the county

**Education and experience:** Enrolled in college or university with coursework or demonstrated interest in youth development. Experience with working with underserved populations, developing youth creativity, and coaching or teaching. Bilingual in Spanish, Mandarin/Cantonese, Tagalog, or Farsi preferred.

**Interested applicants are required to apply in person and be available for a brief interview at one of the following employment fairs. Hurry! Spots fill up quickly. Be sure to arrive at the beginning of the interview session to ensure a chance at one of these exciting positions! If you are unable to make either of these sessions but are interested in applying, please contact Stephanie Saba ([sabas@smcl.org](mailto:sabas@smcl.org)).**

**Option #1:** Tuesday, April 19th from 3-6pm  
San Mateo County Library  
125 Lessingia Court, San Mateo, CA 94402

**Option #2:** Saturday, April 23rd from 12-3pm  
Belmont Library  
1110 Alameda de las Pulgas, Belmont 94002