



Orange Public Library



Adult and Branch Services Internship

Our Library:

The Orange Public Library welcomes and supports all people in their enjoyment of reading and pursuit of lifelong learning. Together we strive to preserve local history and to provide equal access to information, ideas and knowledge through books, programs and technology.

Adult & Branch Services:

The Adult and Branch Services division provides access to library materials and technology in various formats for adults and provides programming to educate, enrich, entertain, and inform. In addition to adult services, the Adult and Branch Services division oversees the History Center and the Taft and El Modena Branch Libraries.

Responsibilities:

- Assist with program development
- Assist with collection development
- Assist with duties at the Reference Desks
- Assist with creating and distributing marketing materials
- Special projects as needed

Benefits:

- Learn about the different types of careers available within a Public Library
- Gain professional experience

Requirements:

- Must be enrolled in an internship course where credit is awarded for hours completed
- Desire to help the Library and members of the Orange community
- Basic word processing and spreadsheet software computer skills
- Good communication skills, patience, and enthusiasm working with others
- Be willing and able to follow directions
- Ability to commit to and keep scheduled hours
 - Schedules to be determined by Adult and Branch Services Library Manager and Intern

Application Procedure:

- Submit an Orange Public Library Volunteer Application
- Interview with Library staff
- Background process, which may include fingerprinting and/or drug screening. This process is paid for by the City of Orange

Intern Reports To: Adult and Branch Services Library Manager

Contact Person: Library Volunteer Coordinator, (714) 288-2569 or lgroscost@cityoforange.org