

## **Library Volunteer Management and Human Resources Internship**

### **College to County Intern 2023 - Multnomah County Library**

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**Pay Rate:** \$23.36 per hour

**Job Type:** Temporary College Intern

**Duration:** Summer 2023 - 12 weeks

**Hours:** 20 hours a week

**Telework:** Hybrid

**Building Physical Location:** Multnomah County Library Administration,  
919 NE 19th Ave #250, Portland, OR 97232

**Does This Position Require Driving a County Vehicle? If so, please  
explain why and frequency:** No.

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### **What Does Volunteer Services Do?**

Library Volunteer Services expands and enhances the services provided by Multnomah County Library by engaging community members at library locations and community outreach. We are part of the Human Resources department and are responsible for managing volunteers at the library. We strive to provide successful and meaningful volunteer opportunities for community members to contribute their time and skills while at the same time supporting MCL's mission.

### **Internship Description & Responsibilities:**

The focus of this position is to support the human resources management aspects of engaging volunteers. The intern will directly participate in several aspects of the volunteer management cycle including recruitment, screening, onboarding, retention, evaluation, and reporting.

The intern's primary project will be to research, design, and administer a volunteer experience evaluation for all active library volunteers. Volunteer Services will also use other data provided by Volunteer Services to better understand our volunteer base, increase retention, and provide more accessible volunteer opportunities.

Specific tasks include:

- Researching, designing, and writing a volunteer experience evaluation
- Conducting an evaluation research project and sharing findings with the Volunteer Services team and library leadership
- Participating in volunteer recruitment and community outreach
- Conducting volunteer screening, interviewing, and placement at library locations and programs
- Assisting with volunteer records management

### **Learning Outcomes:**

- Learn about Human Resources management with a focus on volunteers and unpaid staff
- Develop and practice skills in evaluation and research
- Learn best practices in volunteer management

### **Education and Minimum Qualifications:**

- Candidates should have completed or enrolled in a college/university academic institution.
- Have the ability to work independently with minimal supervision as well as the ability to collaborate within a team environment.
- Communicate, understand, and follow written and oral instructions; ask questions if unclear.
- Knowledge or interest in learning about volunteer management, research, and evaluation
- Ability to communicate with customers and team members via phone, email, or in person
- Ability to work cooperatively and develop effective working relationships with diverse work groups.

- Promote a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values ([Link to Equity and Empowerment Lens](#))

**Workforce Equity:**

Our Commitment to Safety, Trust and Belonging: Multnomah County is committed to developing, nurturing and continually improving workforce equity by identifying and addressing the structural and policy barriers to equal employment opportunity faced by our employees and communities. Learn more by reading our [Workforce Equity Strategic Plan](#) and exploring our [Core Competencies](#) for all County employees.

**COVID-19 Vaccination Requirement:** To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

**Veterans' Preference:**

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

**Accommodation under the Americans with Disabilities Act:** We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

**Application Instructions:**

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 3, 2023.