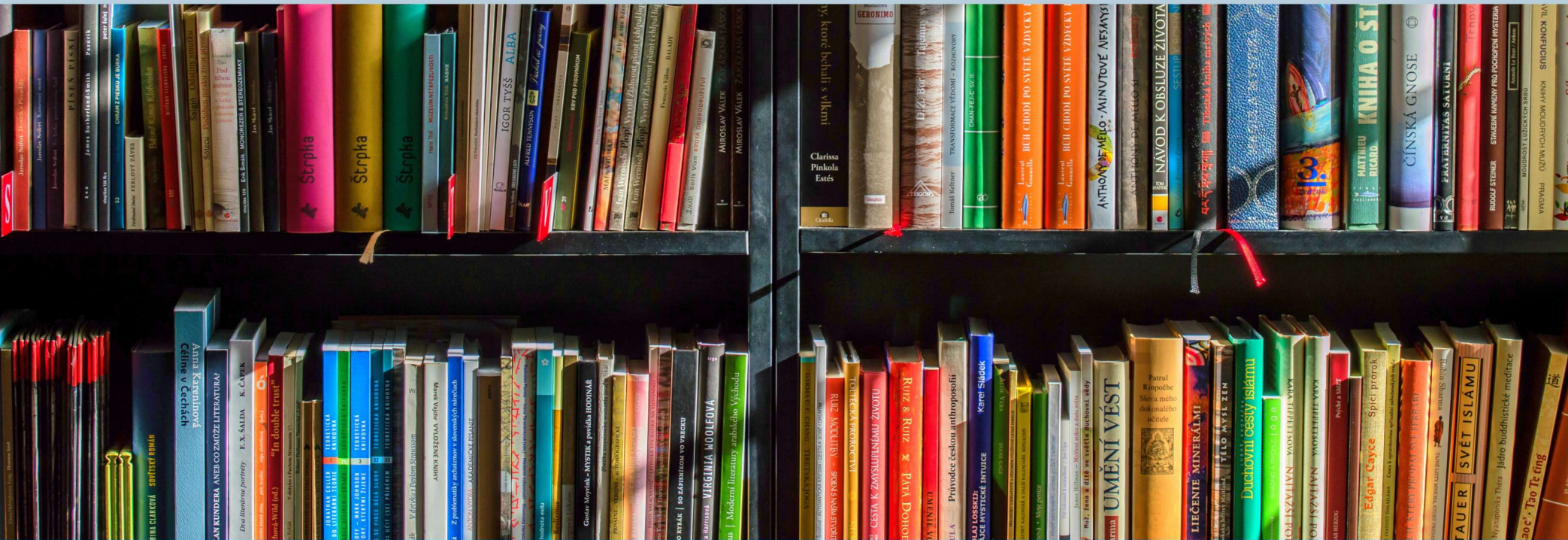


# SUMMER INTERNSHIP OPPORTUNITY



## TEEN INTERN-LUNCH AT THE LIBRARY

**Two (2) Positions Available**

Library & Recreation Department  
City of San Rafael

**Paid internship for teens aged 16-18 years old  
No work experience necessary!**

**Salary: \$17.75 per hour/NO Benefits Available  
Schedule: 10 hours per week through Summer**





## ABOUT THE CITY

The City of San Rafael is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment.

With a population of approximately 60,000, San Rafael is a full-service city with a City Council and City Manager form of government with 12 departments, more than 400 employees, and an annual budget in fiscal year 2025-2026 of approximately \$193 million.

***The City's vision is to be a vibrant economic and cultural center reflective of its diversity!***



# TOGETHER SAN RAFAEL

**OUR VISION...** where do we want to go  
A citywide effort to improve service delivery and make San Rafael a great place to work.

**OUR MISSION...** how do we get there  
Bring together all City Employees to create, implement, and celebrate innovative solutions to organizational and community challenges.

## *Together San Rafael Guiding Principles:*

### **Together in Service:**

Foster teamwork by collaborating across departments and recognizing the value of diverse perspectives. Help others succeed by creating a supportive environment and always assuming positive intent in interactions.

### **Reimagine the Status Quo:**

Challenge norms by asking “why” and testing creative ideas to innovate and improve service delivery. Remember, just because we’ve always done something one way doesn’t mean we should continue; think outside the box.

### **Start with Community Needs:**

Cultivate trust and design services with the community in mind. Convene and co-create solutions to better understand and address the needs of those we serve.

### **Practice Openness:**

Advocate for transparent, open communication while remaining curious and adaptable. Embrace change to enhance service delivery and drive improvement.

### **Find Something to Say Yes To:**

Encourage a positive and solution-oriented approach by taking risks and trying new approaches to solve problems. Embrace creativity and positivity to deliver exceptional customer experiences.

### **Be Mindful:**

Every interaction creates a meaningful story, stressing the importance of being considerate and thoughtful in actions and decisions. Serve with integrity and honor our role in responsibly managing public resources.

# THE LIBRARY DIVISION

The Library and Recreation Department is comprised of two divisions, Library and Recreation & Childcare, that are dedicated to enhancing the quality of life of San Rafael residents.

The Library Division operates with a \$4.4 million dollar budget and 22 full-time employees in fiscal year 2024/2025. The San Rafael Public Library consists of three branches--Downtown, Pickleweed, and Northgate--and is part of the MARINet consortium. Exciting projects include a \$2 million renovation of the Pickleweed branch, with construction beginning in Fall 2025. Additionally, the City is planning a new, joint Library and Community Center at Albert Park, while also focusing on operational improvements and championing innovative library programs and services.



*The Department's mission is to enrich the community through discovery, learning, and play, and strives to maximize the delivery of strategically aligned programs and services to provide the highest value for the community.*

# THE POSITION

The San Rafael Public Library is hiring Teen Interns ( **2 Positions Available**) for the Summer Lunch at the Library Program! This important initiative helps ensure that youth in the City of San Rafael have access to free, healthy lunches throughout the summer. As a Lunch at the Library Teen Intern, you will support a variety of program activities while working under the direction of library staff, gaining valuable experience and contributing to your community. All City of San Rafael teens age 16-18 are encouraged to apply. **NO PREVIOUS WORK EXPERIENCE REQUIRED!!**



## *Teen Intern Essential Duties and Responsibilities::*

- Attend orientations and trainings.
- Set up pop-up outreach site, track book distribution, and lead interactive off-site program.
- Maintain a clean site before, during, and after school meal service.
- Promote the library's Summer Reading Challenge.
- Lead activities with children and parents.
- Lunch at the Library is a joint partnership between the library and a federally funded program. Teen Interns will be expected to learn and adhere to all Federal guidelines, as well as San Rafael Public Library policies and procedures.

## Work Schedule/Hours:

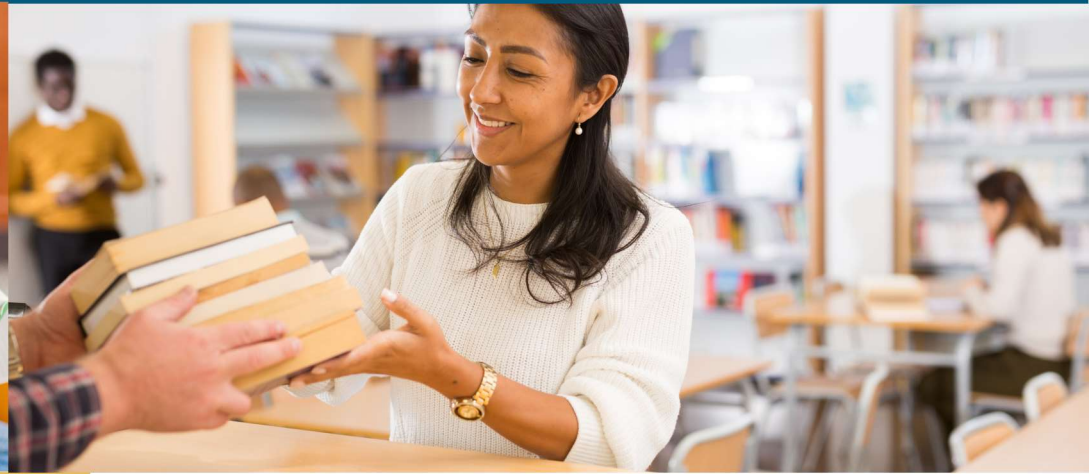
- June 15, 2026 to August 7, 2026
- Required Schedule: Monday thru Friday - 9:00 a.m. to 2:00 p.m.
- The total time commitment is 10 hours of required training and 60 hours of regularly scheduled shifts over 7 weeks.
- Interns must be able to complete all 10 hours of training and 60 scheduled hours to be considered for the internship opportunity.

## Minimum Qualifications/ Other Requirements:

- Teenager aged 16-18 years old.
- City of San Rafael Resident
- Minors (ages 16-17) **MUST** obtain a work permit from their school in order to participate in this paid internship.
- **YOU MUST BE AT LEAST 16 YEARS OLD BY JUNE 1, 2026, TO APPLY.**

# IDEAL CANDIDATE

The Teen Intern is an energetic and dependable individual who enjoys engaging with diverse children and families (ages 0-12) and teens (ages 12-18). The Teen Intern will arrive on time with a positive attitude, is able to manage multiple tasks efficiently, communicate well with library staff and community members, and is open to learning new skills. They are willing to begin and end each workday at the library, participate in off-site outreach, assist in preparing and breaking down materials for each shift, and help track program statistics. Above all, they foster a welcoming and inclusive environment, ensuring all community members feel accepted at the library.



## HOW TO APPLY



or

[APPLY ON  
CALOPPS](#)

[click here](#)



**Apply by Friday, May 15, 2026 at 5:00 p.m.**

## INTERVIEW SCHEDULE

**Week of May 18th**

Questions? Contact  
[rhonda.castellucci@cityofsanrafael.org](mailto:rhonda.castellucci@cityofsanrafael.org)