



City of Mountain View (CA) Library - Youth Division Intern

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|------------------------|--------------------------|---------------------|------------------------------|
| SALARY | \$20.23 - \$39.02 Hourly | LOCATION | Mountain View Public Library |
| JOB TYPE | Hourly | JOB NUMBER | 202400135 |
| DEPARTMENT | Library Department | OPENING DATE | 12/15/2025 |
| CLOSING DATE | 1/9/2026 5:00 PM Pacific | FLSA | Non-Exempt |
| BARGAINING UNIT | N/A | | |

What's the Role and What You'll Do

We're looking for a **highly motivated, passionate, and detail-oriented** professional to take on the role of Intern in the Youth Division of the Library Department. You will join a **fast-paced, dynamic team environment that provides high-level support services within the Library Department**. The selected individual must be equipped to work remotely or on-site at the City of Mountain View Public Library with the internship starting in May or June 2026.

This is a part-time paid position, up to 29 hours per week, not including benefits. The Intern position is a temporary assignment through Summer 2026. These positions include flexible scheduling and college/university credit may be provided, as applicable. Interns receive direction and guidance from an intern host who is part of the management staff.

What You'll Do:

The intern in this position will support the Youth division by researching, conceptualizing, and designing a teen volunteer-based reading tutor program for the library, and assisting as needed with other Summer Reading programs and projects for children and teens.

The Essentials

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- Currently enrolled as a Junior or Senior in college, or recently graduated, with an interest in working with teens and youth, as well as librarianship or education

Bonus Points:

- Prior work experience or coursework regarding the development of literacy skills in children.

Are We a Match?

- You are passionate about working with children and teens.
- You are **interested** in working with local government and will uphold the City's code of ethics and mission.
- You are highly **motivated, reliable** and **quick-to-learn**, and you **take initiative** and start sentences with "I can..."
- You can establish and maintain **effective work relationships** with a diverse population and **work in a team**.
- You are **customer service focused** and can **express yourself clearly and professionally**, both orally and in writing.

Apply Now

The Perks

- **Growth** – we are committed to exposing you to a work environment that will sharpen your writing, presentation, research, analysis and critical thinking skills.
- **Training** – this internship experience will be supplemented with training and external educational sessions.
- **Networking** – access to a network of professionals in the field of local government.
- **Course Credit** - if applicable, college/university credit may be provided.
- **Extra Extra!** Access to an onsite gym.

Apply Now:

Submit your application and resume online at governmentjobs.com or to the Human Resources Department; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Please provide a valid email address on your application. This recruitment will close at 5:00 pm PST on Friday, January 9, 2026. Depending on the number of applicants this process may be altered.

Fine Print. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE). Prior to hire, candidates are required to successfully complete a pre-employment process, including employment verification and Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination. NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

Employer

City of Mountain View (CA)

Address

500 Castro Street

Mountain View, California, 94041

Website

<https://www.mountainview.gov/>