**Position:** Collections Coordinator and Cataloger  

**Position Type:** Part-time, non-exempt paid internship (Fall of 2022)  

**Schedule:** Fall semester 2022 (September - December 31, 2022; 10 – 15 hours per week)  

**Pay:** $15.87/Hour (Minimum wage, hourly position, no benefits)  

**Reports To:** Center CEO  

**General Description:**

The Center on Colfax has a substantial number of LGBTQ+ related books that need to be organized and cataloged to create a new library collection. To help make this a reality, we are seeking an intern to assist in the implementation of the AspenCat consortial ILS and to develop a program to train volunteers in the cataloging and processing of library materials. The intern will consult with and receive support from staff from Colorado State Library (CSL) and Colorado Library Consortium (CLiC) to carry out the following project components:

- Assist with the implementation of the AspenCat union catalog, a Bywater Koha consortial integrated library system managed by the Colorado Library Consortium.
- Work with Center and CSL staff to integrate access to the library catalog into the Center’s website.
- Work with Center staff to recruit and train volunteers, including determining the number of volunteers needed, creating job descriptions and schedules, and monitoring tasks to be completed.
- Lead volunteers in reviewing the book collection and creating collection and retention guidelines.
- Train and lead volunteers in cataloging and processing the book collection.
- Ensure the continuance of the collection after the internship ends by developing training program documentation for volunteers and guidance on best practices for Center staff.
- Assess the needs to maintain the physical library space, including shelving, labels, and other supplies or equipment.
Knowledge and Skill Objectives
This intern will gain experience in:

- Copy and original cataloging.
- Implementing AspenCat consortial ILS and using it for cataloging and record maintenance.
- Creating/adapting documentation for local cataloging standards and practices.
- Developing and documenting library collection processing workflows.
- Coordinating and training volunteers.
- National standards for bibliographic description, classification, and authority control, and their use in libraries.

Qualifications:

- Strong interest in the professions of library cataloging or collection management.
- Excellent written and verbal communication skills.
- Excellent organizational skills and attention to detail.
- Ability to work independently and as part of a collaborative team.
- Ability to guide and motivate volunteer workers towards a shared objective.
- Ability to ask clarifying questions, troubleshoot, and solve problems.
- Proficiency with common computer applications (Google Suite, Microsoft Office, etc.).
- Experience with the LGBTQ+ community preferred.
- Fully vaccinated against COVID-19 and required to provide valid proof of vaccination. Reasonable accommodation available.

Working Conditions:

- Work in person at The Center on Colfax, 1301 E Colfax Ave, Denver, CO 80218
- Lifting up to 35 lbs. with reasonable accommodations.
- Frequent giving, receiving and analyzing of information.
- Frequent talking, writing, walking, standing, bending and stooping.
- Frequent use of computers, standard office equipment and Microsoft office suite.
- May involve some travel in and around the Denver Metro Area.

Disclaimer:
This is not necessarily an exhaustive list of all responsibilities, duties, requirements or working conditions. While this is intended to be an accurate reflection of the current position, leadership reserves the right to revise the job or to require additional or different tasks be performed as assigned.
How to Apply:

Please send a cover letter, summarizing your skill sets and desire to work at The Center along with your resume to rfuller@lgbtqcolorado.org

Closing Date: July 15, 2022

For information on The Center on Colfax, visit our website at www.lgtbqcolorado.org.

The Center on Colfax is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law. The Center that believes in developing and supporting a diverse workforce.