

Jefferson Public Library

Summer Teen Internship

The Jefferson Public Library is looking for two high-school aged interns (14 – 18 years old) to help with our Summer Reading Program! The Summer Reading Program will run from June 17, 2023 through August 19, 2023. Teen Interns are expected to work two 4-hour days per week throughout the length of the Summer Reading Program.

Duties:

Teen Interns will be expected to support the day to day activities and events of the Library during the Summer Reading Program. This may include but is not limited to: setting up for activities, helping patrons with crafts, cleaning up after the activities and events as well as other Library duties (basic cleaning, shelving, shelf reading, tidying, etc.).

What you will bring:

- Attention to detail and organizational skills
- Self-motivated and interested in learning new skills
- Able to work independently under the guidance of a supervisor
- Comfortable interacting with groups of children, teens, and adults
- A positive attitude
- Bilingual/ biliteracy skills in Spanish is a plus, but not required

What you will gain:

- Valuable work experience
- The opportunity to learn and grow
- Customer service experience in a Library setting
- Develop overall job skills
- Experience to put on a job application or college application

No previous volunteer or paid work experience is necessary. All applicants are required to fill out the application and submit it to the Jefferson Public Library by May 20th.

The selected Interns will need to understand, sign, and follow the Library Volunteer Code of Conduct as well as filling out a City of Jefferson Volunteer Agreement. The Jefferson Public Library is an Equal Opportunity Employer & Provider. Our mission is to support an informed community, lifelong learning and the love of reading by promoting access to the universe of ideas and information to all city and county residents.

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Teen Summer Intern Application

Name: _____ Date: _____

Address: _____

City/ State/ Zip: _____

Phone #: _____ Circle one: Home or Cell

Email: _____

Emergency Contact:

Name: _____ Phone #: _____

What are the days and times you are able to volunteer:

Monday: CLOSED	Tuesday:	Wednesday:
Thursday:	Friday: CLOSED	Saturday:

Please note: The purpose of this internship is to commit to coming and helping out at the Library twice a week for four hours each day from June 17th through August 19th. Arrangements can be made as necessary, but please choose days and times that you will be able to commit to.

Applicant Signature: _____ Date: _____

Parent or Guardian Signature if Applicant is under 18 years old: Date: _____

_____ Printed Name: _____

Please answer the following questions:

1) Why are you interested in being a Teen Intern this summer?

2) What skills do you have that you feel will help you with this Internship?

3) What are three of your strengths?

4) Who is your favorite author?

5) Is there anything else I should know about you or your interests?