

# TEEN DEPARTMENT INTERNSHIP

# NOW HIRING: TEEN INTERN

**JOB TITLE:** Teen Department Intern

**LOCATION:** Headquarters Library, Teen Department

**INTERNSHIP CYCLE:** May 1st – August 31st, 2020

**STIPEND:** \$500 stipend upon successful completion of internship

**DEADLINE TO APPLY:** Monday, April 13th

**HOURS:** 6-12 hours per week. The intern must complete at least 130 hours of work to qualify for the stipend. The schedule varies, but will mostly be weekdays between 4-7pm during the school, 2-5pm during the summer, and the occasional Saturday.

The Teen Department of the Spartanburg County Public Libraries developed this internship to give Spartanburg County teens ages 14-18 an opportunity to work in a public library setting, gain hands-on experience and valuable skills, and discover how fun the library can be!

**TO APPLY:** Read through the posting below, complete the application, and return it to any SCPL location or to the Teen Hub at the Headquarters Library. Teens selected to interview will be contacted!

## YOU WILL MOSTLY:

- Provide input on department initiatives and library services
- Collaborate with staff on program planning and provide program assistance
- Shelve and maintain neatness of the teen collections
- Assemble book displays and create social media content
- Generally assist Teen Department staff and the public in the Teen Hub
- Plan and lead a teen program as the culmination of internship

## IT WOULD BE AWESOME IF YOU:

- Are energetic and enthusiastic with a positive attitude and a willingness to do whatever is required
- Are organized, punctual, and able to adhere to a schedule
- Are welcoming and friendly to all teens (especially new ones!)
- Possess strong communication skills
- Are willing to take direction, learn quickly, and work independently in both quiet and high-energy environments
- Exhibit creativity, a good work ethic, and flexibility
- Enjoy reading teen literature and have a Spartanburg County Public Library card
- Have the ability to push heavy carts

## WHY IT'S GREAT TO BE OUR INTERN:

- Gain work experience and community service
- A digital portfolio of initiatives and accomplishments assembled throughout the internship
- \$500 stipend upon successful completion of internship

*The Teen Department is committed to welcoming and serving all teens in our community. We accept, value, and respect difference and encourage any interested teen to apply.*

*This position is not an employee of the Spartanburg County Public Libraries. There are three internship cycles a year: January-April, May-August, September-December. Interns must be Spartanburg County residents or attend a Spartanburg County school.*



# TEEN DEPARTMENT INTERNSHIP APPLICATION

This application is how we decide who to interview, so tell us how awesome you are! Please fill it out completely. You may attach additional information...or anything else to show us why you're the best candidate!

Name	Age/Grade	Date of Birth / /
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Full Mailing Address
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School	Library Location
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Email	Phone #
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How do you currently use the library? Have you ever been to a teen program?

What are your hobbies and interests? What are you passionate about?

Describe yourself in 5 words.

Have you had a job or volunteered anywhere before? If so, briefly explain your responsibilities.

Why are you interested in this internship? What do you hope to gain from it?

How did you hear about the internship?

When can you work:	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
During the school year ?							
During the summer ?							

Interns work 6-12 hours per week, generally from 4-7 on weekdays. List specific availability details here (days/times you can never intern, vacations, etc.)

Signature	Today's Date
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## Parent/Guardian Information

Name	Relationship to Teen
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Address	Phone #
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Signature