

TEEN DEPARTMENT INTERN

JOB TITLE: Teen Department Intern

LOCATION: Headquarters Library, Teen Department

DATE OF INTERNSHIP: Three internship cycles are available per year: January-April, May-August, September-December.

STIPEND: \$500 stipend upon successful completion of internship

HOURS: 6-10 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 Saturday afternoons and weekdays between 2-7pm.

The Teen Department of the Spartanburg County Public Libraries offers an internship program designed to give Spartanburg County teens ages 14-18 an opportunity to work in a public library setting and gain hands-on experience and valuable skills. This position is not an employee of the Spartanburg County Public Libraries.

Our internship is currently filled. The posting and application for the next internship will be available approximately six weeks before the cycle begins.

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
- Write book reviews 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
- Possess strong communication skills
- Are willing to take direction, learn quickly, and work independently
- Exhibit creativity, a good work ethic, and flexibility
- Enjoy reading teen literature
- Have the ability to push heavy carts
- Are a Spartanburg County resident and SCPL cardholder

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



Contact the Teen Department for more information:
call 864.596.3506 or email teens@infodepot.org