NOW HIRING: TEEN INTERN

TEEN DEPARTMENT INTERN

JOB TITLE: Teen Department Intern

LOCATION: Headquarters Library, Teen Department

INTERNSHIP CYCLE: January 1 - April 30, 2027

COMPENSATION: $500 stipend upon successful completion of internship

DEADLINE TO APPLY: Saturday, December 5, 2026

HOURS: 6-10 hours per week. The intern must complete at least 110 hours of work to qualify for the stipend. The schedule varies, but will mostly be weekdays between 4-7pm and an 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 the Teen Hub at the Headquarters Library (or any SCPL location) or visit our website for an online application. Up to 5 teens will be contacted for interviews and 1 intern will be hired.

YOU WILL MOSTLY:
- Help set up, run, and clean up after teen events (which generally occur at 4:30pm on weekdays)
- Plan and lead a teen program as the culmination of the internship
- Generally assist Teen Department staff and the public in the Teen Hub
- Shelve and maintain neatness of the teen collections
- Provide input on department initiatives and library services
- Create social media content and make book displays

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
- Create a digital portfolio of initiatives and accomplishments assembled throughout the internship
- Receive a $500 stipend upon successful completion of internship

This position is not an employee of the Spartanburg County Public Libraries.
There are three internship cycles a year: January-April, May-August, and September-December. Interns must be Spartanburg County residents or attend a Spartanburg County school. The Teen Department is committed to welcoming and serving all teens in our community. We accept, value, and respect difference and encourage all interested teens to apply.

Scan here for an online version of this application.

SPARTANBURG COUNTY PUBLIC LIBRARIES
www.spartanburglibraries.org

TEENS

Contact the Teen Department for more information:
864.596.3506 • teens@infodepot.org

TEEN DEPARTMENT INTERNSHIP APPLICATION

This application is how we decide who interview, so tell us how awesome you are! Please fill it out completely, and if you need more space, you may attach additional pages or fill out the online application.

Full Name	Age	Date of Birth / /
Street Address/PO Box		
City	State	Zip
School		Grade
Email		Phone #
Do you need community service/volunteer hours for school? YES NO		Which library location do you use?

How do you currently use the library? Have you ever been to a teen program? If so, which one(s)?

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?

How did you hear about this internship?

Times you can intern during the school year *(leave blank if unavailable)*

MONDAY 9AM-8PM	TUESDAY 9AM-8PM	WEDNESDAY 9AM-8PM	THURSDAY 9AM-8PM	FRIDAY 9AM-6PM	SATURDAY 10AM-5PM	SUNDAY 1PM-5PM

Interns are generally needed to work weekdays 4-7pm for program assistance.

List specific availability details here. (This includes days/times you can never intern, sports practices, vacations, etc.)

Signature	Today's Date

Parent/Guardian Information

Name	Relationship to teen
Signature	Phone #