

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 110 hours of work to qualify for the stipend. The schedule varies, but will mostly be Saturday afternoons and weekdays between 2-7:30pm.

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 preparation and assist at teen events
- Shelve and maintain neatness of the teen collections
- Create social media content and make book displays
- 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

