



# North Shelby Library Teen Summer Internship Application

A leadership, learning, and service program for teens entering grades 7-12.

Please read the job description on the reverse of this page before filling out application. Return the application in person to the Teen Department at North Shelby Library or via email to [nsyoungadult@shelbycounty-al.org](mailto:nsyoungadult@shelbycounty-al.org).

**Applications are due May 1, 2023 at 8 p.m.**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**\*Please list the email you check most frequently since most communication will be through email.**

Emergency Contact Name & Phone Number: \_\_\_\_\_

School: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Why are you interested in interning this summer at the library?

Please describe past employment or volunteer experiences (if you have no formal experience, describe responsibilities you have at home or school).

What are some special qualities and interests you will bring to the library?

Do you have any time commitments this summer?

Please list one **unrelated** adult whom we may call for personal references.

Name & Phone \_\_\_\_\_

Please check the boxes to indicate times you would be able to help with Summer Reading:

	Mon	Tues	Wed	Thurs	Fri
Morning (10-12)					
Early Afternoon (12-2)					
Late Afternoon (2-4)					
Evening (5-8)					

**REQUIRED dates: Thursday, May 25<sup>th</sup> 4pm-7pm.**

# North Shelby Library Teen Summer Internship Application

The North Shelby Library Summer Reading Program engages people of all ages by providing dynamic, educational and entertaining events in our community. The library uses volunteers to help things run smoothly. Teen volunteers do many things from shelving and straightening to helping with and preparing for programs. Our internship program will acquaint students with the Library's collections and programs and provide the opportunity to learn essential job skills.

The North Shelby Library is seeking interns for the summer of 2023. Interns will be unpaid but will receive a \$250 stipend at the successful completion of their eight-week term of service. Interns will receive t-shirts and nametags to wear while they are working as intern and will be provided with training. In the case of early termination of internship, the stipend will be prorated (the intern will receive only a portion of stipend). Applications are available to all youth entering 7<sup>th</sup>-12<sup>th</sup> grade in the North Shelby Library area. Once completed applications are received at the library, successful applicants will be scheduled to interview for the 8-week positions. Recruitment will begin April 1<sup>st</sup> and be completed by the second full week of May.

Interns will be selected based on intention, a willingness to see projects through from beginning to end, leadership potential, and specialties and interests. An openness to work in collaborative situation and an ability to engage with the community are a must.

Teen interns will have a three-hour training session on Thursday, May 25<sup>th</sup>. At that meeting, teens will learn about the requirements of the job and receive their schedule.

## Responsibilities:

- Assist in various aspects of summer programming
- Help prepare supplies and materials for children's and tween programs
- Assist in cleanup/setup and teardown of activities
- Represent the library by wearing provided intern t-shirt or name tag while volunteering
- Help with shelving, processing, or shelf reading when not needed for programming
- Other duties as required

## Requirements:

- Ability to work as part of a team
- Ability to receive/follow instructions
- Willingness to learn and participate in library work (shelving, processing, shelf reading)
- Must be available to work approximately 30 hours as scheduled during the 8 weeks of the Summer Reading Program. **REQUIRED dates: Thursday, May 25<sup>th</sup> 4pm-7pm.**
- Must be entering grades 7-12, be 18 years or younger, & have a way of transportation to/from the library.
- Must be able to pass a background check as required for all volunteers working with minors.

## Agreement:

I have read the above guidelines and understand the tasks I may be assigned as a volunteer, I agree to fulfill my duties to the best of my ability.

Teen Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact the Young Adult Librarian with any questions or concerns you might have.

205-439-5512

[nsyoungadult@shelbycounty-al.org](mailto:nsyoungadult@shelbycounty-al.org)