



Teen Summer Intern Application

Due by 5pm on May 3, 2024. Can be sent electronically to kara@mjcpl.org or in person at the main library in Madison.

Contact Information

Name _____ Age _____

Street Address _____

City, State, Zip Code _____

Phone Number _____ School _____

Email Address _____

Please, give information for one reference.

This can be a current/former teacher, coach, school librarian, etc. but NOT a family member or friend.

Name _____ Phone & or email: _____

How do they know you?

The internship constitutes a commitment of 112 hours during the library's Summer Reading Program from May 20th to July 26th, which will average out to about 16 a week split into shifts of 2 to 4 hours depending on the intern's availability and the library's events. The internship will be primarily at Madison but occasionally we might need help with events at the Hanover Branch.

Can you commit to this schedule and have transportation to and from work at both Madison and Hanover locations?

Yes No (Circle one)

Are there any times or dates when you will be unavailable, such as for a family vacation or another job?

If you have a resume, you may send it along with this application. Thank you for applying!

Application Procedure

This application will be reviewed by our Children's Department Manager and Young Adult Coordinator, who will contact you within the next few weeks. One applicant will be accepted after a successful interview. Before becoming an intern, you may be asked to submit to a background check.

Responsibilities

- Assist in various aspects of the youth summer programming (planning, advertising, implementation of programs) as assigned
- Help prepare supplies and materials for events
- Assist in cleanup/setup and teardown of activities
- Design and lead drop-in workshops, lessons, and/or projects
- Represent the library by wearing provided intern t-shirt or name tag while working
- Other duties as assigned

Requirements

- Experience working with children/youth
- Interest in education/leadership/working with kids/creating and teaching innovative programs for kids based on your interests
- Ability to work as part of a team
- Ability to receive/follow instructions
- Willingness to learn and participate in everyday library work (shelving books, keeping areas tidy, checking in books)
- Must be self-motivated and able to stay on task without direct supervision
- Must be available to work approximately 12 hours per week (or as scheduled) from May 29- July 31
- Must be 14-18 years old, have a way of transportation to/from the library, must be reliable, on time, and must have ability to keep supervisor notified about vacations, time off, etc. (Summer is for fun- we can try to schedule around other activities within reason!)

Compensation

The intern will be paid bi-weekly at \$12 an hour for twelve (16) hours a week.

Any questions can be sent to kara@mjcpl.org

