

Bartlett Public Library District Teen Summer Library Intern Application

We have three different unpaid internship opportunities available this summer (May 29 – July 29):

Craft Teen Interns:

Volunteer two hours a week on Fridays 10 am – 12 pm OR 2:30 – 4:30 pm: June 1, June 8, June 15, June 22, June 29, July 13, July 20, and July 27 (There is no internship session the week of July 4th).

S.T.E.M./LEGO Teen Interns:

Volunteer two hours a week on Wednesdays from 2 – 4 pm OR 6 – 8 pm: May 30, June 6, June 13, June 20, June 27, June 11, June 18, and June 25 (There is no internship session the week of July 4th).

Reader's Theater Teen Intern:

Volunteer two hours a week on Tuesdays from 9:30 am – 11:30 am: May 29, June 5, June 12, June 19, June 26, July 10, July 17, and July 24 (There is no internship session the week of July 4th).

Teen Interns will make it possible for us to offer Drop-in Craft and S.T.E.M./LEGO Programming throughout the summer. Interns will receive a t-shirt and name tag to wear when they are working, and will receive training and materials for the summer. Teen Interns who successfully complete the 8 week internship will receive a \$25 Barnes and Noble Gift Card and a pizza party. We really rely on the help from our volunteers and interns!

Applications are available for all teens, 12 – 18 years of age (Grades 7-12). Once the application has been received at the library, applicants will be notified about potential interviews for the Teen Intern Positions. Applications are due by April 30th, however applicants are encouraged to return the application as soon as possible.

Teen interns will receive training for the positions during the first week of the internship.

Responsibilities:

- Assist with youth summer programming (planning and implementation of programs) as assigned
- Help prepare supplies and materials for youth summer programming
- Assist in setup and cleanup of activities
- Provide support and guidance to children and assist with group management
- Represent the library by wearing provided intern t-shirt and name tag while volunteering

Requirements:

- Experience working with children/youth
- Interest in education, leadership, working with children, and creating/designing programs for children
- Ability to work as part of a team
- Ability to receive/follow instructions
- Must be available to volunteer **2 hours a week as scheduled**
- Must be between the grades of 7 – 12, be reliable and on time, and commit to 8 weeks of the internship

Questions are included on the back of this application. If you have a resume, you may attach it to the application. Please return the application to the Youth & Teen Services Desk or the Adult Services Desks (attention: Abby Weaver) at the Bartlett Public Library. Applications are due by April 30th! Applicants may be contacted for interviews in late April and early May. Thank you for applying!

Thank You to YALSA and the Dollar General Literacy Foundation for the grant sponsoring this program!



800 S. Bartlett Rd.
Bartlett, IL 60103
630.837.3348
www.bartlettlibrary.org

Questions? Email us at bpldteen@bartlettlibrary.org

Name: _____

Address: _____ City: _____ Zip: _____

Email: _____ Phone: _____

Grade in Fall 2018: _____ School (in Fall 2018): _____

Name(s) and telephone number(s) of person(s) to contact in case of an emergency:

I have read the attached internship description _____ (teen initials)

Please indicate which unpaid internship you are applying for:

___ Craft Teen Interns: *10 am – 12 pm* OR *2:30 – 4:30 pm* (circle one time)

___ STEM/LEGO Teen Interns: *2 – 4 pm* OR *6 – 8 pm* (circle one time)

___ Reader's Theater Teen Intern: *9:30 – 11:30 am*

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?

This internship constitutes a commitment of 16 hours during the library's Summer Reading Challenge from May 29 – July 29 - the first week of the internship will be training sessions. Can you commit to this schedule? Yes or No
Are there any dates or times when you will be unavailable?

Why are you interested in the intern position at the Bartlett Public Library this summer?

These internships involve planning and running youth services programs under the supervision of a librarian. How do you feel about planning and running program and working with children? Describe any experience you may have:

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

Is there anything else you would like us to know as we consider your application?

Staff Use: _____ Initials _____ Date