



**Jackson County
Public Library**

STUDENT SUMMER INTERNSHIP APPLICATION

Application deadline April 27, 2018

APPLICATION INFORMATION			
Last name:		First name:	
Street Address:			
City:		State:	Zip:
Phone:		Can we text?	Yes No

EMERGENCY CONTACT		
Name:	Relation:	Phone:

EDUCATION	
School:	GPA:

REFERENCES - no relatives		
Name:	Relation:	Phone:
Name:	Relation:	Phone:
Name:	Relation:	Phone:

AVAILABILITY						
Please check general availability	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning (approx. 10-1)						
Afternoon (approx. 1-4)						
Evening (approx. 4-7)						

The Jackson County Summer Learning Program engages people of all ages, birth through adults, encouraging them to stay connected, learning, and growing during the summer months. We are looking for two teens, aged 14-19, for a 10 week internship. Compensation will be \$250.00 at 25 hours and \$250.00 at 50 hours.

RESPONSIBILITIES

- Assist in various aspects of the summer learning program (planning, advertising, program implementation) as assigned.
- Help prepare supplies and materials for children's and youth programming.
- Assist in setup and cleanup of programs.
- Provide support and guidance to children and assist with group management.
- Design and implement at least one program under the guidance of the main teacher.
- Represent the library by being professional in actions and wearing nametag while working.
- Assist at special offsite events (Animal Tales, Jim Gill, Water Show, etc.).
- Other duties as assigned.

REQUIREMENTS

- Experience working with children preferred.
- Ability to work as part of a team.
- Ability to receive and follow instructions.
- Willingness to learn and participate in everyday library activities (shelving, cleaning, etc.).
- Must be self-motivated and able to stay on task without direct supervision.
- Must be available to work approximately 10 hrs. per week as scheduled.
Mandatory dates are: 6/4, 6/6, 6/9, 6/14, 7/2, 7/21, and 7/27.
- Must be 14-19 years old, have reliable transportation to/from the library, reliable, on time, and must have the ability to keep supervisor notified of vacations, needed time off, etc.

1. Why are you interested in being an intern at the library this summer?

2. What special qualities/skills will you bring to the library?

SIGNATURE

By signing, I certify that my answers are true and complete to the best of my knowledge.

Signature:

Parent Signature: