



## Teen Summer Internship Job Description

The West Custer County Teen Summer Internship is an opportunity to receive marketable job skills (you can tell employers about all the stuff you did and experience you gained while being intern when you apply and interview for other paying jobs). The following is a description of what you will be doing as a library intern. In exchange for doing your best work, the library will provide you with a letter of recommendation and a statement of how many volunteer hours you served.

The Teen Summer Internship is an unpaid, temporary position. The internship constitutes a commitment of approximately **25 hours** during the library's Summer Reading Program from **May 30 - June 29**, which includes helping with **weekly event set up, execution and clean up**. You will work under the supervision of the Youth Services Librarian, Angela McCaffery.

One part of this internship will involve assisting with Summer Reading events. This will require working with children of all ages. Good judgement, listening skills and problem solving skills are imperative.

You may be required to help or supervise other volunteers both teen and adult. You will need to use good communication, appropriate humor and cooperation in dealing with team work assignments and with overseeing volunteers.

As a member of the library team, you will be representing the library to the community. The position requires the ability to understand and follow moderately complex directions. Interns are expected to be able to work independently and give attention to detail. You must be courteous and cooperative with your supervisor, other volunteers, children and parents. Interns are expected to show up at the right time, in the right place, with the right attitude and work their full shift, which will vary in start and end times.

**Please consider carefully whether this opportunity is the right one for you.**

*Thank you for your interest!*

