



## Teen Summer Internship Job Description

The West Custer County Library invites interested teens to apply to be the Library's Teen Summer Intern. The Teen Summer Internship is an opportunity to receive marketable job skills. The following is a description of the expectations and responsibilities of the intern. In exchange for doing your best work, the library will provide a letter of recommendation and a statement of how many volunteer hours you served to future employers and other endeavors.

The Teen Summer Internship is an unpaid, temporary position. The internship requires a commitment of approximately 25 hours during the library's Summer Reading Program from May 30 - July 31, which includes helping with weekly event set up, execution and clean up. This will require working with children of all ages. Interns will need to use good judgement, communication, listening and problem-solving skills, appropriate humor and cooperation in dealing with team work assignments. Interns will work under the supervision of the Youth Services Librarian, Angela McCaffery and other library staff as needed.

As a member of the library team, interns 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. Interns 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. The application is available online at <https://www.westcusterlibrary.org/teens/2020-wccl-d-internship-application/>

Thank you for your interest!

