



Position: Summer Teen Intern

The Teen Department of the Novi Public Library developed this internship to give Novi teens an opportunity to work in a public library setting, gain hands-on experience and valuable skills, and discover how fun the library can be! We are seeking two high school students to intern at the Library for the 2017 summer. You must be a Novi resident and have volunteered at the Library some time between Summer 2015 to present.

Time Frame: Monday, May 15, 2017 – Saturday, August 5, 2017

Hours: Approximately 20 hours per week from Monday, May 15 – Sunday, June 18 with regular daily 3-4 hour shifts. You must have a flexible schedule and be able to work regular daily 4-6 hour shifts starting Monday, June 19 through Saturday, August 5. The Intern must complete at least 200 hours of work to qualify for the stipend. (We will try to work around a summer school schedule if need be.)

Job Duties:

- Assists and trains the Teen Volunteers who help with our Summer Reading Program
- Assists with signing patrons up and/or recording time read for our Summer Reading Program
- Assists with maintaining the orderliness and neatness of the teen volunteer area
- Directs patrons to Reference staff for assistance
- Performs other duties as assigned

Stipend: \$500 stipend upon successful completion of internship courtesy of the Friends of the Novi Public Library

Deadline to apply: Friday, May 5, 2017 at 6 pm

TO APPLY:

Please return the completed application and a letter of recommendation to:

Lindsay Fricke, Information Services Librarian
Novi Public Library
45255 W. 10 Mile Road
Novi, MI 48375
lfricke@novilibrary.org

Summer 2017 Teen Intern Application

A. Applicant Information

Full Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

School: _____ Current Grade: _____ Graduating Year: _____

Preferred Work Hours (circle one): 10:00am-5:00pm 1:30pm-8:30pm

Are you planning on taking Summer School Classes? Yes No (circle one)

Are there any times or dates when you will be unavailable (list the activities/weekly time commitments in the summer)?

I have read through the position description and understand the responsibilities involved in being a Teen Intern at the Novi Public Library, including being available for a regular schedule from Monday, May 15 - Saturday, August 5, 2017.

Applicant signature: _____ Date: _____

B. Questions

Please help us get to know you by answering the following questions. (Attach another sheet if needed.)

Why are you interested in being a Teen Intern for the Novi Public Library?

What do you hope to gain from this experience?

What do you hope to provide to the Library during this internship?

What experiences and/or skills will you bring to the library as an Intern?

Tell us about a time when you made a mistake and how you handled it. What did you learn?

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

C. Letter of Recommendation

All Teen Intern applicants must obtain one Letter of Recommendation. Letters of Recommendation must be filled out by an adult who is not a member of the applicant's family. References may include current/former teachers, coach, school librarian, etc. Recommendations must be in a sealed envelope attached to the application. Applications received without a Letter of Recommendation will not be accepted.

Reference Name: _____ Relationship: _____

Phone: _____ Email: _____

D. Parent/Guardian Emergency Contact Information

Parent/Guardian Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

I give permission for my son/daughter, _____, to apply for and participate as a Teen Intern at the Novi Public Library if appointed.

Parent/legal guardian signature: _____

Date: _____

Please return the completed application and a letter of recommendation to:

Lindsay Fricke, Information Services Librarian
Novi Public Library
45255 W. 10 Mile Road
Novi, MI 48375
lfricke@novilibrary.org

Deadline to apply: Friday, May 5, 2017 at 6 pm