



Salem Public Library Foundation

PO Box 325, Salem, OR 97308-0325
503.588.6183

SalemLibraryFoundation@gmail.com
www.splfoundation.org

PLA Inclusive Internship Initiative Program

Our Library

Salem Public Library is a part of the City of Salem, serving residents at the Main Library in downtown Salem and a branch in West Salem. We offer books and other materials, computer access, many special events and programs, meeting rooms, and more to the 2,000 community members who visit each day.

Teen Scene

The Teen Scene houses books and other materials targeted for middle and high school-aged youth. A seating and study area offers daily activities, access to board and video games, and space to study and hang out. The Teen Scene also offers a lively array of programs targeted for middle and high school-aged youth inspired by literacy, science, popular culture, technology, and a general desire to learn and have fun. Our annual Summer Reading Club attracts more than 1,600 participants and is the focal point of summer activity in Teen Scene.

Internship Tasks and Responsibilities

This is an opportunity to work in the Teen Scene area on the lower level of the Main Library, supervised by Teen Services Librarian Sonja Somerville. This is a 10-11 week internship that will also include opportunities to visit and job shadow in each division of the library for a comprehensive look at library services. The intern will assist with preparing for and delivering a variety of programs for middle and high school-aged youth, supporting the day-to-day activities of the Teen Scene, connecting readers with our Summer Reading Club, and more. The successful candidate will be available to work 25-30 hours per week with a Tuesday-Saturday schedule. Specifically, we are looking for an intern who is available on Wednesday afternoons and Thursday evenings. Other details of the schedule are negotiable.

MUST INCLUDE THE FOLLOWING:

Ability to travel (all expenses paid) to Washington DC June 14-16*

Ability to travel (all expenses paid) to Chicago, IL September 28-30

**Note: We are aware that this trip starts before finals conclude for most area high schools. This trip is mandatory for the program and the dates were set at the national level. Applicants should consider whether they will be able to make the arrangements necessary to meet this requirement.*

With their mentors, interns will develop a connected learning project to be completed over the summer. Interns are expected to spend dedicated time writing, reflecting, and sharing about their experience.

Interns will be paid \$10.25/hour

Qualifications

Interns must be entering their junior or senior year of high school, or first year of college. In addition, we are looking for:

- Attention to detail
- Ability to work independently and problem solve
- Ability to take direction
- Ability to lift books and other library items and push loaded book carts
- Experience using social media and/or willingness to learn
- Interest in learning new skills
- Ability to work with people from a variety of backgrounds and ages
- Spanish or other bilingual skills, preferred
- Must pass pre-employment background check

Benefits and Importance of Internship

This is an excellent opportunity for a student interested in library work, but also education, social work, social justice, and other community or public service careers. The intern will learn about and experience all aspects of work in a busy public library, including book selection, collection management, event planning and hosting, social media connections, applied technology, and more. The intern will also identify and carry out a connected learning project, allowing him/her to develop organizational, research, and leadership skills. The intern will job shadow in all divisions of the library and have the opportunity to develop comprehensive knowledge of library operations.

How to Apply

Applications should include a completed application form and current resume including contact information for two non-family reference we can contact. Applications can be:

Completed online via Google Form at: <http://bit.ly/InternApp2018>

Scanned and submitted via email to ssomerville@cityofsalem.net

Delivered or mailed to:

Sonja Somerville, Teen Services Librarian
Salem Public Library
585 Liberty St. SE
Salem, OR 97301

Questions? Contact Sonja Somerville by email or by phone at 503-588-6083.

Applications must be received by 8:30 p.m. Tuesday, May 8.

PLA Inclusive Internship Initiative Program Application

Complete the following information and submit it along with a one-page resume listing past volunteer and/or work experience, as well as any key academic or extracurricular achievements/honors/awards you have earned. Please include the name and contact information for two non-family references we can contact.

Submit your completed application by email, Google Form, mail, or hand delivery to the Teen Scene *Ask Here* Desk by **8:30 p.m. Tuesday, May 8** to:

Sonja Somerville, Teen Services Librarian
Salem Public Library
585 Liberty St. SE
Salem, OR 97304
Phone: 503-588-6083
Email: ssomerville@cityofsalem.net

Name: _____ Date: _____

Email: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Age: _____ School Name: _____

Grade you will complete in June 2018: _____ Sophomore _____ Junior _____ Senior

Desired start date (can be no later than Wednesday, June 13): _____

Desired end date (the internship is 10-12 weeks): _____

Internship availability (times/days of week) Check all days you are available. Please specify if you are only available for certain hours within each time frame:

Tuesdays between 10 a.m. and 5 p.m.: _____

Wednesdays between 11 a.m. and 7 p.m.: _____

Thursdays between 1 and 8:30 p.m.: _____

Fridays between 10 a.m. and 6 p.m. _____

Saturdays between 10 a.m. and 6 p.m.: _____

Please list any blocks of time when you already know you will be unavailable this summer (for family vacations, summer camps, etc.):

Have you worked in a library previously? If yes, please describe. (Please note: This is not a requirement to be considered for this position).

Qualifications for this position include:

- Attention to detail
- Ability to work independently and problem solve
- Ability to take direction
- Ability to lift books and other library items and push loaded book carts
- Experience using social media and/or willingness to learn
- Interest in learning new skills
- Ability to work with people from a variety of backgrounds and ages
- Spanish or other bilingual skills, preferred
- Must pass pre-employment background check

Answer the following two questions on a separate page. 300 word max per question.

- Please tell us about your skills and interests. How will you use your skills and interests to benefit the library? Of the internship responsibilities in the internship description, which interests you most and why?
- Please tell us about the achievement you are most proud of in your personal, academic, or work life.