

**Youth Services Summer Intern
SUPPLEMENTAL APPLICATION
2024**

Are you available to work 12 hours per week (on average)?

Yes _____ No _____

Which shift(s) are you able to work (weekends will be on a rotation)?

Morning _____ Afternoon _____ Evening _____ Weekend _____

With appropriate training, would you feel comfortable working at the children's desk by yourself? ___ Yes ___ No

What date are you available to begin work (starting 6/17/24)? _____

Please list any days or dates you are unavailable to work between 6/17 & 8/16:

What date would be your last available day to work (ending 8/16/24)? _____

Select the project(s) that you are most interested in (choose as many as you like):

- ___ Reshelving books and other materials
- ___ Helping families sign up for Summer Reading Club
- ___ Assisting children with selecting and locating library materials
- ___ Collection projects including weeding/withdrawing/relabeling, looking for missing items, and gathering circulation statistics
- ___ Creating displays and signage that highlight parts of the children's collection
- ___ Helping with in-person programs for teens
- ___ Helping with in-person programs for kids
- ___ Preparing materials for take-home kits

Please describe any previous experience working with children:

What do you enjoy most about working with children?

Name _____
Email _____

Please describe any previous volunteer or work experience in a library setting:

**Youth Services Summer Intern
CONTRACT
2024**

By signing below, I agree to comply with the following expectations in the role of Youth Services Summer Intern at the Radnor Memorial Library:

- I am responsible for my scheduled hours and for signing my time sheet for every shift that I work.
- If I need to change my schedule, I will contact other summer interns to obtain a substitute or switch shifts and notify the Head of Youth Services of the change. If I cannot find a substitute, I will notify the Head of Youth Services right away.
- In the event of illness, I will call the Youth Services Librarian on duty for that day (or Reference Librarian if a Youth Services Librarian is not available).
- If I will be arriving late for a shift, I will call the library to notify the staff.
- I will dress appropriately and professionally and maintain a neat and clean appearance (No shorts, tank tops, flip-flops, or athletic/athleisure wear).
- I will not use my cell phone while working at the desk without special permission from the Head of Youth Services.
- I understand I may have a drink at the desk (with a lid) and an occasional small non-messy snack as long as it's not a visible distraction.
- I will maintain an attitude of availability and eagerness to help patrons at any point (for example, I won't get too absorbed in one particular task that I'm not free to help patrons), and I will smile at everyone who approaches me with a question.
- I will be respectful of all library staff and will work courteously with the other departments. When I am the only staff member scheduled to work at the children's desk (evenings and weekends), I report to the Reference Librarian on duty.

Name _____

Signature _____ Date _____