



# Paid Internship Opportunity

## PLA Inclusive Internship Initiative Program Springfield-Greene County Library District at the Library Station

**The Springfield-Greene County Library District is looking for an individual from a diverse background who wants to learn about what librarians do and how the public library serves its community.**

Thanks to a grant from the Public Library Association (PLA) Inclusive Internship Initiative Program, the Library will employ one individual, age 16-19, for the summer of 2019. The intern will shadow various librarians across the Library District in multiple branches and different departments and will then develop, implement, and ultimately report on a project created under the guidance of a Library mentor.

Libraries are busy places! The Library Station, for example, serves between 35,000 and 40,000 people every month. Patrons take advantage of a wide range of opportunities like checking out books and movies, using the internet, studying, researching and job-hunting, and can also attend programs for every age range: storytimes, teen nights, and informational/educational happenings. This intern will learn about how these Library services and programs are developed, promoted and implemented.

This paid position requires reliable transportation to The Library Station. In addition, the intern must agree to travel by air (at no cost to the intern) to Chicago, Ill., in June and to Washington, D.C. in September. A Library mentor will accompany the intern to these meetings with other interns and PLA staff. Interns are also expected to spend dedicated time writing, reflecting and sharing about their experience in presentations both within the Library system and with peers during the September meeting.

This is a part-time, temporary (May 20-September 27) position, working an average of 20-24 hours per week at \$7.85 per hour. The intern will be supervised primarily by The Library Station Youth Services Manager.

To apply, complete the attached application and submit promptly to any branch of the Springfield-Greene County Library District or to [humanresources@thelibrary.org](mailto:humanresources@thelibrary.org). Include a letter of recommendation from an adult who can speak to your interests and character, such as a teacher, other school official, community partner or librarian. Selection will be made by May 17, 2019. Questions may be directed to Phyllis Davis, The Library Station Youth Services Manager at [phyl-lisd@thelibrary.org](mailto:phyl-lisd@thelibrary.org) or 417-616-0681.



## Job Description

<b>Position:</b>	Intern (funded by a grant from Public Library Association Inclusive Internship Program)
<b>Primary Location:</b>	The Library Station, 2535 N. Kansas Expressway, Springfield MO 65803
<b>Classification:</b>	Part-time, temporary (May 20–September 27, 2019)
<b>Salary Track:</b>	A-0, \$7.85 per hour
<b>FLSA Status:</b>	Non-Exempt

### Goal Statement:

This is a paid opportunity for an individual from a diverse background to explore librarianship as a potential career.

### Job Duties

- Learn about various departments and individual staff responsibilities across the Library District.
- Develop ideas for a new or enhanced library program or service.
- Spend dedicated time writing, reflecting and presenting about the internship experience.
- May assist with library services and programs.

### Expectations for Success

- Commit to duration of internship.
- Be punctual and reliable.
- Interact pleasantly and cooperatively with staff and public.

### Eligibility

- Must be 16–19 years old.
- Currently enrolled in high school or GED program or high school graduate who has not yet begun college.
- Must have reliable transportation to The Library Station.

### Supervision

- Supervised and mentored by Library Station Youth Services Manager.

### Other Requirements

- Guardian's permission and ability to travel to Chicago, Ill. June 13-15 (no cost to intern).
- Guardian's permission and ability to travel to Washington, D.C September 20–22 (no cost to intern).



## Application

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Complete the following information and promptly submit to any Springfield-Greene County library branch or [humanresources@thelibrary.org](mailto:humanresources@thelibrary.org). Direct all questions to Phyllis Davis, Youth Services Manager at The Library Station, 417-616-0681 or [phyllisd@thelibrary.org](mailto:phyllisd@thelibrary.org).

Selection will be made no later than May 17, 2019.

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

School Name (or homeschool): \_\_\_\_\_

Grade, or grade equivalent, you will have completed by May 31, 2019: \_\_\_\_\_

Write a **Short Essay**: (Please attach to application)

- Tell us about yourself and why you want to participate in this internship.
- What does diversity mean to you and how will you apply it in this position?

Include a **Letter of Recommendation** from a teacher, other school official, community partner, or librarian.

As an intern in this program, I agree to: (indicate agreement by initialing each item below)

1. Work an average of 20–24 hours each week between May 20 and September 27, 2019
2. Report to The Library Station to fulfill this commitment
3. Travel to Chicago, Ill. from June 13–15 for a kick-off event and to Washington, D.C. from September 20–22 for a wrap-up event (at no cost to intern)
4. Contribute to the design and delivery of a project that integrates interest, relationships and opportunities.
5. Spend dedicated time writing about and reflecting on the experience
6. Make a presentation about the internship at a wrap-up event in September in Washington, D.C.
7. Participate in monthly virtual learning and networking opportunities
8. Complete short, biweekly surveys
9. Share successes, challenges, opportunities

I have read the Job Description for this internship and meet the eligibility requirements.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Permission Statement **on other side** must be included with application.



## Parent/Guardian Permission Statement

I, \_\_\_\_\_, am the parent or legal guardian of \_\_\_\_\_ . I have reviewed the information above and give my permission for my child / ward to pursue this internship.

I understand that additional information will be provided if my child/ward is selected for this internship.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_