

# TEEN DEPARTMENT INTERN

# NOW HIRING: TEEN INTERN

**JOB TITLE:** Teen Department Intern

**LOCATION:** Headquarters Library, Teen Department

**INTERNSHIP CYCLE:** May 1 - August 31, 2025

**COMPENSATION:** \$500 stipend upon successful completion of internship

**DEADLINE TO APPLY:** Saturday, April 5, 2025

**HOURS:** 6-10 hours per week. The intern must complete at least 110 hours of work to qualify for the stipend. The schedule varies, but will mostly be weekdays between 4-7:30pm during the school year, 2-5pm in the summer, and one Saturday a month.

The Teen Department of the Spartanburg County Public Libraries developed this internship to give Spartanburg County teens ages 14-18 an opportunity to work in a public library setting, gain hands-on experience and valuable skills, and discover how fun the library can be!

**TO APPLY:** Read through the posting below, complete the application, and return it to any SCPL location or to the Teen Hub at the Headquarters Library OR visit our website for an online application.

Teens selected to interview will be contacted!

## YOU WILL MOSTLY:

- Provide input on department initiatives and library services
- Collaborate with staff on program planning and preparation and assist at teen events
- Shelve and maintain neatness of the teen collections
- Create social media content and make book displays
- Generally assist Teen Department staff and the public in the Teen Hub
- Plan and lead a teen program as the culmination of internship

## IT WOULD BE AWESOME IF YOU:

- Are energetic and enthusiastic with a positive attitude and a willingness to do whatever is required
- Are organized, punctual, and able to adhere to a schedule
- Are welcoming and friendly to all teens (especially new ones!)
- Possess strong communication skills
- Are willing to take direction, learn quickly, and work independently in both quiet and high-energy environments
- Exhibit creativity, a good work ethic, and flexibility
- Enjoy reading teen literature and have a Spartanburg County Public Library card
- Have the ability to push heavy carts

## WHY IT'S GREAT TO BE OUR INTERN:

- Gain work experience and community service
- A digital portfolio of initiatives and accomplishments assembled throughout the internship
- \$500 stipend upon successful completion of internship

*This position is not an employee of the Spartanburg County Public Libraries. There are three internship cycles a year: January-April, May-August, September-December. Interns must be Spartanburg County residents or attend a Spartanburg County school.*

*The Teen Department is committed to welcoming and serving all teens in our community.*



Scan here for an online version of this application.



SPARTANBURG COUNTY  
PUBLIC LIBRARIES  
[www.spartanburglibraries.org](http://www.spartanburglibraries.org)



Contact the Teen Department for more information:  
call 864.596.3506 or email [teens@infodepot.org](mailto:teens@infodepot.org)

# TEEN DEPARTMENT INTERNSHIP APPLICATION

This application is how we decide who to interview, so tell us how awesome you are! Please fill it out completely and if you'd like to include additional information (or anything to show us why you're special!), attach it.

Name	Age	Date of Birth / /
------	-----	-------------------

Street Address or PO Box
--------------------------

City	State	Zip
------	-------	-----

School	Grade
--------	-------

Email	Phone #
-------	---------

Do you need community service/volunteer hours for school? YES NO	Which library location do you use?
--	------------------------------------

How do you currently use the library? Have you ever been to a teen program? If so, which one(s)?
--

What are your hobbies and interests? What are you passionate about?
---

Describe yourself in 5 words.
-------------------------------

Have you had a job or volunteered anywhere before? If so, briefly explain your responsibilities.
--

Why are you interested in this internship?
--

How did you hear about this internship?
---

Times you can intern <small>(leave blank if unavailable):</small>	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	9AM-8PM	9AM-8PM	9AM-8PM	9AM-8PM	9AM-6PM	10AM-5PM	1PM-5PM
During the school year							
During the summer							

*The intern will generally work between 4-7:30pm during the school year, 2-5pm in the summer, and on the occasional Saturday.*

List any specific availability details here. (This includes days/times you can never intern, vacations, etc.)
---

Signature	Today's Date
-----------	--------------

## Parent/Guardian Information

Name	Relationship to teen
------	----------------------

Signature	Phone #
-----------	---------