

Mount Laurel Library 2018 Summer Reading Teen Intern

Return application to:

**Mount Laurel Library
100 Walt Whitman Avenue
Mount Laurel, NJ 08054
Attn: Christine Rambo**

Opening date: April 30, 2018

Closing date: May 21, 2018

Responsibilities: The Teen Summer Reading Intern will be responsible for assisting the Youth Services staff with the administration of the Summer Reading Club, including

- Updating our training materials
- Administrative tasks such as
 - Keeping track of volunteer attendance
 - Filling volunteer vacancies
 - Recording prize winners
 - Refilling prize bins
 - Hosting the volunteer party at the end of the summer
- Assisting with youth programs such as story times and other summer reading events
- Other duties as assigned

This is a part-time, temporary position that will be scheduled for approximately 10 hours per week. This position will begin on or about June 23 and will run through August 18.

The pay for this position is \$8.60/hr.

Qualifications: At least two years high school education; experience as a Summer Reading Volunteer is desirable. Our ideal candidate is flexible, reliable, detail-oriented, and enthusiastic.

To apply: Please submit the attached application by Sunday, May 21st, 2018.

Questions: Any questions you may have about the position can be directed to:

Christine Rambo, Head of Youth Services
856-234-7319 ext 335
crambo@mountlaurellibrary.org



**Mount Laurel
Library**

Mount Laurel Library
100 Walt Whitman Avenue, Mount Laurel, NJ 08054
856.234.7319 www.mountlaurellibrary.org

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MOUNT LAUREL LIBRARY

SUMMER 2018

TEEN INTERNSHIP PROGRAM

PERSONAL

Last name

First

Middle

Date

Street Address

Home Telephone Number

City, State, Zip

Cell Phone Number

Are you legally eligible for employment in the United States?

Email

Yes No

Please indicate the days and times you are available. Ex. 9am-7pm Monday , 12pm-9pm Tuesday

_____ Sunday _____ Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday

EDUCATION

High School

Graduated Yes or No

Year

College

REFERENCES

Name

Phone Number

Relationship

Name

Phone Number

Relationship



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MOUNT LAUREL LIBRARY

SUMMER 2018

TEEN INTERNSHIP PROGRAM

STATEMENT OF INTEREST

Please explain why you are interested in the Summer Reading Teen Intern position. You may attach a separate page if you need more space.

OTHER SKILLS & EXPERIENCE

Please list any other skills or experience you think would make you a good candidate for this position. You may attach a separate page if you need more space.

SIGNATURE

I certify that the statements made by me on both sides of this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that if I knowingly make any misstatement of facts, I am subject to disqualification or dismissal and to such other penalties as may be prescribed by law, ordinance, or Civil Service regulations.

SIGNATURE

DATE