

Position Summary and Application Process

This internship is a paid, professional opportunity for a local teen who enjoys working with the community. The intern will develop professional skills such as customer service, presentation skills, and leading programs. The wage for this position is \$13.25/hour for up to 8 weeks.

Please submit your application by May 31st. You may email (bpldirector@bridgton.lib.me.us), mail it (Bridgton Public Library, 1 Church Street, Bridgton, ME 04009), or drop it off at our either of our circulation desks. Please make sure that any documents you send by email, including reference letters, have your name in the title of the document.

We will begin interviews the week of June 6th and will contact each person who applies.

Job Qualifications

- Resident of Maine
- Ages 15 - 19
- High School Student or College Bound (or equivalent in Homeschooling)
- Available 32 hours a week, working on days we are open: Tuesday, Wednesday, Friday, and Saturday. there are no evening hours required.

Specific Duties and Responsibilities

Circulation

- Learn how to do basic library tasks: check books in and out, set up new patron accounts, and place holds on items for patrons

Programs

- Assist with programs at the Library and at other locations
- Design your own program (if you choose)

Collection

- Shelving
- Creating book displays

Reference

- Help patrons find books

Other

- Submit time card bi-weekly
- Arrive on time
- Request any time off in advance
- Dress and speak professionally
- Interact with patrons in a friendly and appropriate manner
- Give a presentation to the Library Board of Trustees at the end of your internship

Name: _____ Date: _____

Email: _____ Phone: _____

Age _____

School Name and most recently completed grade:

Have you worked in a library previously? If yes, please describe:

Please describe other relevant skills and qualifications for this internship:

Please tell us about your interests. How will working in the library build your skills, qualifications, and interests?

Job Experience:

Please list your previous work experience if you have any. Previous employment experience is not required.

Employer _____ Job Title _____ Start/End Date _____

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Reference:

A teacher, employer, or personal reference. Please no relatives.

Reference Name _____ Reference Contact Number _____

Relationship to Applicant _____