



VCL Diversity Committee Presents 'FOR FUTURE REFERENCE'

A paid high school internship program

Two interns will be selected to participate in a program from September to November, scheduled for two-hour shifts twice a week for 10 weeks, totaling approximately 40 hours.

This internship is designed as a career exploration and includes education and practical application of skills and new ideas. Designed with mentorship in mind, each intern will have a dedicated mentor to ask questions of and from whom to receive support throughout the program. With this support, interns will:

- Learn and discuss guiding principles for public libraries using a variety of audiovisual media;
- Shadow library staff in each department (Adult Reference, Teen Services, the Children's Room, Circulation, Technical Services, and Programming and Exhibit Management) to experience how all areas of the Library serves and supports our community;
- Complete a capstone project of their choosing

Interns will be compensated with a \$500 stipend (applicable taxes withheld) at the end of the program and we will offer college recommendation letters to those who request them. After the internship, students interested in further work at the library can apply to become a library volunteer. The library also has occasional openings to become a library page, which is a paid part-time position for students.

Name: _____ Date of Application: _____

Address: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

Email Address: _____

Date of Birth: _____ Grade: _____ School: _____

Essay Question: Why do you want to participate in this internship at the Valley Cottage Library?

IN CASE OF EMERGENCY, PLEASE NOTIFY:

Name: _____ Relationship: _____

Cell Phone: (____) _____

CONSENT (Required for all volunteers under the age of 18):

_____ has my permission to work as an intern at the Valley Cottage Library. I will encourage my child to follow the intern handbook.

Signature of Parent/Guardian: _____ Date: _____

Home Phone: (____) _____ Work: (____) _____ Cell: (____) _____