



# WE ARE HIRING

## TEEN INTERN, SUMMER 2024

### MINIMUM CRITERIA

- Must be at least 15 years of age at the time of employment (June 1, 2024).
- Must have a valid government-issued photo ID, ex: driver license, passport.
- Must be a member of the ONL Teen Advisory Board OR a consistent teen volunteer at the library for at least 1 school-semester (5 months).
- Experience in ONL services and programs is preferred.
- Experience in community service and volunteering is preferred.

### JOB DESCRIPTION

This is a 50-hour summer internship available to teens with a passion for serving the O'Neal Library community. Job responsibilities include:

- Work with Young Adult department staff and fellow interns to achieve specific Readers' Advisory goals.
- Develop displays, lists, and bibliographies for all reading interests.
- Assist with programming such as planning, preparation, set-up, and evaluation.

Teens will earn \$10/hour for a total of \$500, which will be paid in full at the end of the internship. Schedules are flexible. Resume is OPTIONAL.

**Applications may be submitted by email to [teens@oneallibrary.org](mailto:teens@oneallibrary.org) or in-person at the Reference Desk on the 2nd Floor of the O'Neal Library. The deadline to apply is Friday, April 12 at 6PM CDT.**

**GOT QUESTIONS? ASK THE YOUNG ADULT LIBRARIANS!**



205-445-1157



[teens@oneallibrary.org](mailto:teens@oneallibrary.org)



# THE O'NEAL LIBRARY

## TEEN INTERNSHIP APPLICATION

### Applicant Information:

Last Name		First Name	
Street		Apartment/Unit #	
City		State	Zip Code
Phone		E-mail	

### Education

High School		
From	To	Have you graduated?

### What days & times are you available to work?

**Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday**

_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

List any specific details here about days and times you will not be available such as vacations, camps, etc.	
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### All About You

What Five Words Best Describe You?	1. _____ 2. _____ 3. _____ 4. _____ 5. _____
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Describe any previous work or volunteer experience.

What do you hope to gain from this internship at the library?

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.  
If this application leads to an internship, I understand that false or misleading information in my application or interview may result in my release from the internship.

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

**PARENT/GUARDIAN INFORMATION**

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

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

Relationship to Teen: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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