

Application for Summer 2018 Internship at the Portland Library

Name: _____

Address: _____

Phone: _____ Email: _____

Age: _____ Grade: _____ Is a Service Hours Log needed? _____

Why do you want to intern at the Portland Library?

How many hours a week are you available? _____

Will you be able to attend the training meeting on
Thursday, May 31 at 3:30 p.m.? Y N

Do you have access to the internet? Y N

**Application Deadline:
Friday, May 25, 2018**



Summer Internship 2018

at the Portland Library



Fact Sheet

The **Portland Library's 2018 Internship Program** is a restructuring of the Library's previous volunteer program with the intent of providing a more enriching experience for successful applicants.

- 1) **Intern positions at the Portland Library will be limited to students who are going into grades 7 or higher.**
- 2) **Selection of Intern Candidates will be based on qualifications and availability.**
- 3) **If you are selected into the Portland Library's 2018 Internship Program, you will be expected to attend one mandatory training session.**
- 4) **Intern duties will consist of light office duties, event preparation and assistance, program promotion, and the online registration and reporting of statistics related to the summer reading program.**
- 5) **All 2018 Interns will receive a personalized letter confirming their service hours from the Library after successfully completing the program.**
- 6) **Applications must be received no later than the May 25th deadline to be considered. No late applications will be accepted.**
- 7) **All Interns will be expected to sign up for their shifts via *Volunteer Spot*, an online scheduling tool.**
- 8) **Please contact Jennifer Renk at jrenk@portlandct.org or 860-342-6770 for more information.**

Portland Library
20 Freestone Avenue
Portland, CT 06480
(860) 342-6770
www.portlandlibraryct.org