

Simsbury Public Library Internship Requests

Position Title:

Children's Dept Summer Reading

1 Teen

Mentors:

Sara Ray, Teen Services Librarian, sarar@simsburylibrary.info

Stephanie Prato, Head of Children's Services, sprato@simsburylibrary.info

Dates: May-August 2020

Timeline:

- May/June -- Summer Reading Preparation. Could include creating instructions for the online software, preparing packets for school visits, prepping for programs, etc.. (approx 5 hours)
- June -- Create and prepare our social media posts for the summer. These will include the promotion of certain programs, plus acknowledgement of our sponsors (approx 5 hours)
- June 22-Aug 14 -- Help facilitate programs for children. Interact one-on-one with the children under the supervision of the librarian. (TBD. hours will depend on our event schedule, but can be decided in advance.)
- Fridays from 9:30-12:30 June 26-Aug 13 facilitate Courtyard Play program for children ages 0-6 and their caregivers (24 hours)

Description:

Summers at the Simsbury Public Library are our busiest time of year. We offer an intergenerational Summer Reading Program for children, teens, adults and seniors. Each year around 2,000 Simsbury residents participate in the program. Summer Reading is a library-wide initiative, but the majority of this internship will take place in the Children's Department. There are many pieces to executing a successful Summer Reading program and this intern will get to help with preparation, social media promotion, and facilitating children's programs.

We are looking for someone who is comfortable with children and adults and is confident greeting people and engaging them in a conversation/activity. A successful Summer Reading intern will enjoy working with children and will be very reliable, as we will be depending on their assistance with the assigned tasks. Hours can be somewhat flexible, except for the Friday mornings which we need. Internship hours will be determined in advance.

Interests: Teaching, Librarianship, Event planning, Leadership opportunities, Social Media
Excellent communication, organizational skills, and attention to detail required. Experience working with children ages 3-12 preferred.