

Under 18? Grab your
parent or guardian for
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Application Deadline:
Wednesday, June 12

2019 Summer Leadership Intern Application

Name: _____ Date of Birth: _____ Entering Grade: _____

Address: _____ Email Contact: _____

Primary Phone Number: _____ School: _____

Emergency Contact Information:

This should be a reliable parent or relative 18 or older who is able to authorize help for you in an emergency.

Emergency Contact Name: _____ Phone Number: _____

Relationship to Candidate: _____ Second Method of Contact: _____

List your previous volunteer work at the Pawling Library:

Date(s)	Volunteer Responsibilities	Supervisor

What age group(s) do you think you are best suited to oversee in a leadership position?

- 3 – 5 years 5 – 7 years 8 – 11 years I'd rather not work with children.

What types of activities would you feel most comfortable helping to prepare and oversee? (Select All of Interest)

- Reading to children Indoor Creative Activities Outdoor Group Games

Who may we contact about your experience working with children? (Neighbors, babysitting, scouts etc.)

Name	How You Know Them	Phone Number	Experience
Example: Katy Kat	Neighbor	555-555-555	Babysat her daughter

These programs run between Monday, July 8th - Sunday, August 18th and have mandatory training/brainstorming sessions in the last weeks of June.

Are there any dates during this period when you would not be available? What day(s) of the week work best?

All applicants MUST:

Have volunteered previously in library programs for at least two seasons, be at least 15 years old by July 1, and be eligible to apply for or have an Employment Certificate from the State of New York.

This year's summer theme is A Universe of Stories! The programs will include stories, games, STEM and art activities based on outer space and literacy.

Leadership intern responsibilities include:

- Assisting with program planning
- Overseeing and assisting volunteers with the daily preparation of the program.
- Overseeing and assisting volunteers in successfully running the daily programs.
- Modeling a variety of ways to engage children and encourage their participation.
 - Overseeing and assisting volunteers with the daily clean-up of the program.
 - Communicating problems, concerns, successes, and questions to supervisor(s)

(Returning leadership interns from 2018 should complete questions 4 & 5 only)

1. Please describe the strengths you would bring to a leadership position in our summer program.

2. Please describe any leadership experience you have had outside your library experience.

3. How will your previous leadership experience and your experience with children help you in overseeing volunteers and young participants in our program?

4. Is there any additional information that would be helpful to know in considering you for a Leadership Intern position at the library?

5. Leadership interns always need to be prepared with activities children will enjoy! Based on the theme, "A Universe of Stories" what ideas would you suggest we include during this year's summer program?

Pawling Library Summer Leadership Intern Policy

A Summer Leadership Intern shall be a temporary paid employee of the library specifically hired to assist with the smooth operation of the Summer Children's Program at the Pawling Library.

Pawling Library will compensate Lead Interns to:

1. Assisting with program planning
2. Overseeing and assisting volunteers with the daily preparation of the program.
3. Overseeing and assisting volunteers in successfully running the daily programs.
4. Modeling a variety of ways to engage children and encourage their participation.
5. Overseeing and assisting volunteers with the daily clean-up of the program.
6. Communicating problems, concerns, successes, and questions to supervisor(s)

Lead Intern Guidelines:

- ! Each summer, interns must complete a LEAD intern application and any necessary paperwork to be hired as a temporary employee.
- ! Candidates may be interviewed to better determine their interests and level of experience. Their talents, experience, availability and interests will be considered in the hiring process, as this is a paid position, and we cannot hire all applicants.
- ! Leadership interns are bound by rules contained in all library policies and guidelines as applicable, especially as they relate to patron policy and confidentiality.
- ! Leadership interns will be responsible for helping to maintain safety and emergency protocol. Concerns and questions about these or other library policies/protocol should always be shared with a supervisor.
- ! Leadership interns are working in the heat with young children. Casual warm weather attire is expected but must be appropriate to our setting. All clothing and footwear must be appropriate for working with children. Please, no flip flops!
- ! As employees, interns working in the Library have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the Library is negligent.
- ! Leadership interns are required to record their hours on biweekly timesheets. Failure to sign and submit timesheets before their due date will result in delayed remuneration.
- ! The Pawling Library Leadership interns are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as the employees. This includes giving your full attention to your work at the library. **Cell phone use, texting and socializing with peers outside of the program cannot interfere with your responsibilities while you are helping with our program.**
- ! The Library Director reserves the right to adjust or terminate a summer leadership intern's employment for any reason.