

Ventress Memorial Library

Summer High School Internship

Our Library

The Ventress Memorial Library (VML) was founded in 1895 with funds provided by Seth J. Ventress, a Marshfield resident. The original library, called the Marshfield Free Library, was located in the Town Hall on South River Street. By 1938 the section of the Town Hall used as the Library had become so overcrowded that the library moved to a century renovated school building on Ocean Street and was named for its benefactor. In December 1983 renovations were completed on the former First National grocery building, and the Ventress Library opened in this 19,000 square foot facility.

The VML offers a variety of services to nearly 11,544 registered borrowers. The collection totals nearly 89,000 items. Circulation, as of June 30, 2014 totaled 211,679 items. We offer programs for all ages from birth to 90+.

Internship Tasks and Responsibilities

Intern will be responsible for a variety of tasks including but not limited to:

- Organizing and shelving books
- Preparing crafts and activities for library programs
- Assisting in facilitating the library's summer reading program for children aged 0-12
- Assisting in running children's programming under the guidance of professional library staff

Intern will report to Youth Services Librarian. Internship hours will be determined by intern and Youth Services Librarian, but will take place between 9a-8p Monday—Thursday, and 9a-4:30p Friday/Saturday. Intern will ideally work 10 hours a week from June 17—August 22nd, with the potential for the internship to extend through the fall. **Interns will be paid \$11/hr.**

The ideal internship candidate will be self-motivated, engaged, organized, and passionate about public service. Preferably they will have a strong interest in the field of library science, and/or working with children and families. Priority will be given to Marshfield residents.

Interns must be entering their junior or senior year of high school in Fall 2019.

How to Apply

Interested candidates can apply by submitting an application to the Ventress Library, either by mail: 15 Library Plaza, Marshfield, MA 02050 ATTN: Kelsey Socha or by email at ksocha@ocln.org. Applications will be accepted until Feb 28th, 2019. If the library is interested, we will contact candidates to set up an interview.



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Complete the following information and submit it along with a letter of recommendation from a teacher, other school official, community partner, or librarian. Library applications can be submitted to ksocha@ocln.org, or dropped off at the library until February 28th, 2019.

Name: _____ Date: _____

Internship availability (times/days of week):

Age

School Name, and most recently completed grade:

Please describe relevant skills and qualifications:

Please list any work or volunteer experience:

Short Essay:

Please tell us about your skills and interests. How will working in the library build your skills and interests? Why do you want to be the library's summer intern, and what do you feel makes you a good fit for the library?