

- **Why Should I Apply for this Internship?**

- Benefits

- You'll be part of an important County-wide program focused on eliminating the achievement gap and ensuring that 80% of San Mateo County 3rd graders read proficiently -- currently only about half do.
- You'll work closely with a team to help children learn, explore and grow -- we know you're going to make an impact.
- You'll help kids make hypotheses, and you'll help them make slime! You'll help make learning fun for kids, while having some fun yourself.
- These internships look great on resumes, and we offer opportunities for letters of recommendation.
- This is a great professional development opportunity if you have an interest in working with children or in the early childhood development and education field.
- You'll gain insight on employment opportunities within San Mateo County Libraries and understand what libraries today do.

- Thoughts from our former Learning Facilitator Interns

- "It was an honor working with children and many many of the parents loved the program! A lot showed their appreciation and loved the difference they saw in their children with only five weeks. The growth both academic and behavior. Keep up the good work!"
- "It's a great program and I'm honored to be a part of the children's learning experience."
- "...I had fun this year...and I'll be more than happy to come back next year."
- "Great program to work for. I enjoyed being a part of a program that fosters positive growth and development for children."
- "I had a great time and I'm so honored that I got another opportunity to work with this program again. Thank you is really all I have to say because every time I work with this organization I feel nothing but happiness."

- **Application Period**
  - Where can I apply?
    - <https://www.governmentjobs.com/careers/sanmateo/jobs/2641611/san-mateo-county-libraries-big-lift-inspiring-summers-learning-facilitator-inte?keywords=learning+facilitator&pagetype=jobOpportunitiesJobs>
  
- **After Interview**
  - When will I find out if I am being hired for Summer 2020?
    - Offer letters are being sent on a rolling basis via email.
  
- **Onboarding**
  - How do I sign up for my onboarding session?
    - The Onboarding Session is expected to last 2 hours and will be held in Redwood City, CA. Please follow the instructions below to schedule yourself for the Onboarding Session.
      - Log into [www.GovernmentJobs.com](http://www.GovernmentJobs.com)
      - Click your Username in the top right corner
      - Click “Application & Status”
      - Click “Schedule Appointment”
      - Select the desired interview time
      - Click “Confirm Appointment”
    - You will receive a confirmation of your scheduled onboarding date, time, and location at least two days before your onboarding date.
  - What do I need to bring to my onboarding session?
    - Personal identification in order to complete the Employment Eligibility Verification form I-9, such as US Passport **OR** Social Security Card **AND** CA ID or Driver’s License. *If you do not have either, please refer to the “New Hire List of Acceptable Documents” for guidance.*
    - A voided check or your financial institution’s “direct deposit authorization form” to set up direct deposit of payroll payments.
    - Your CA ID or Driver’s License.
  - **NOTE:** It is very important that you **bring all of the documents above** to your scheduled onboarding session. Failure to do so will delay our process, and may result in you receiving a paper check, which you will be responsible for picking up at our Administration Office in San Mateo.



- **Training**

- When and where will the training be held?
  - June 1-June 5, 2020
    - June 1 – San Mateo County Office of Education
    - June 2 – Foster City Library – Wind Room
    - June 3 – Foster City Library – Wind Room
    - June 4 – San Mateo County Office of Education
    - June 5 – San Mateo County Office of Education
  - June 8-June 12, 2020
    - June 8 – San Mateo County Office of Education
    - June 9 – Foster City Library – Wind Room
    - June 10 – Foster City Library – Wind Room
    - June 11 – San Mateo County Office of Education
    - June 12 – San Mateo County Office of Education
- What do I need to complete before the training?
  - **Step #1: Self Schedule Your Onboarding Session**
    - You will receive an email from our HR department with instructions on how to schedule an onboarding session.
  - **Step #2: Department of Justice and Federal Bureau of Investigations Background Check**
    - You will need to be fingerprinted in order to complete the Department of Justice and Federal Bureau of Investigations Background Check. Please bring your Live Scan form to any of the following locations **by Wednesday, April 8, 2020:**

<p><b>Pack and Mail Express</b> (Sequoia Station)          1017 El Camino Real, Redwood City, CA 94063          (650) 365-2892          Monday-Friday 9am-7pm          Saturday 10am-5pm          Sunday 12pm-4pm</p>	<p><b>A+ Mailboxes and More</b>          360 1st Avenue (cross street B Street), San Mateo, CA 94401          (650) 557-2100          Monday-Friday 9am-6pm          Saturday by appointment only - please call at least the day before</p>	<p><b>The UPS Store</b>          235 Westlake Center, Daly City, CA 94105          (650) 991-4444          Monday-Friday 9:30am-6pm          Saturday 10:30am-4pm          Sunday 12:30-4pm</p>
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- **Step #3: Log on to CampBrain**
  - You will receive an invitation to log in to your account on CampBrain.
- **Step #4: Government Issued ID**
  - Upload a photo or a scanned copy of your government issued ID card (California Driver's License, California State ID, Passport, etc) to CampBrain by Monday, April 20, 2020.
- **Step #5: Consent to a NSOPW Check**
  - In order to work in our Big Lift Inspiring Summers program, you will need to give your consent for the San Mateo County Library to search for your name on the National Sex Offender Public Website. If you do not give your consent, you will not be able to work in our Big Lift Inspiring Summers program. Please complete this [Consent Form](#) by Monday, April 20, 2020.
- **Step #6: Quanterferon TB and Tdap**
  - Please upload a photo or a scanned copy of your current Quanterferon TB and Tdap records to CampBrain by Monday, April 20, 2020.
- **Step #7: California Mandated Reporter Training**
  - The California Mandated Reporter online training can be found [here](#). Please upload a copy of your certificate of completion to CampBrain by Friday, May 22, 2020.
- **Step #8: First Aid and CPR Training**
  - All staff should complete a CPR & First Aid training course. You will not be required to obtain a full certification, however you will be required to complete the free training course and receive a passing score at the resource provide below. Upon completion of the free course, you will need to upload a screenshot of your passing grade to CampBrain by Friday, May 22, 2020. If you have a valid certification, please upload your certification to Campsite, you will not be required to take the course. Please note, there is no need to pay for anything at the free resource provided here: <https://www.cprandfirstaid.net>. **Any payments made for certification will be the responsibility of the user and will not be reimbursed by San Mateo County Libraries.**

- **Attendance**

This is a very short internship. We will not be approving absences for any reason unless you provide a Doctor's Note.

- What do I do if I need to call in sick?
  - Please contact your site coach as soon as possible. You will need to provide a Doctor's Note to your site coach when you return to work.

- **Camp Dates and Locations**

- Belle Air Elementary School, 450 3rd Ave, San Bruno
  - Training Dates: June 1-5 from 8:30am-5pm, June 22-23
  - Camp Start Date: June 24
  - Camp End Date: July 16
  - No Camp: July 3
- Brentwood Academy, 2086 Clarke Ave, East Palo Alto
  - Training Dates: June 8-12 from 8:30am-5pm, June 18-19
  - Camp Start Date: June 22
  - Camp End Date: July 20
  - No Camp: July 3
- Central Admin Office, 125 Lessingia Court, San Mateo
  - Training Dates: June 1-5 from 8:30am-5pm OR June 8-12 from 8:30am-5pm
  - Please contact Stephanie at [bigliftsummers@smcl.org](mailto:bigliftsummers@smcl.org) for more information.
- Clifford Elementary School, 225 Clifford Ave, Redwood City
  - Training Dates: June 1-5 from 8:30am-5pm, June 11-12
  - Camp Start Date: June 15
  - Camp End Date: July 13
  - No Camp: July 3
- Hatch Elementary School, 490 Miramontes Ave, Half Moon Bay
  - Training Dates: June 8-12 from 8:30am-5pm, June 15-16
  - Camp Start Date: June 17
  - Camp End Date: July 15
  - No Camp: July 3
- Los Cerritos Elementary School, 210 W. Orange Ave, South San Francisco
  - Training Dates: June 1-5 from 8:30am-5pm, June 8-9
  - Camp Start Date: June 10
  - Camp End Date: July 9
  - No Camp: July 2 & July 3
- Pescadero Elementary School, 620 North Street, Pescadero
  - Training Dates: June 8-12 from 8:30am-5pm, June 15-16
  - Camp Start Date: June 17
  - Camp End Date: July 22
  - No Camp: July 3

- Spruce Elementary School, 501 Spruce Ave, South San Francisco
  - Training Dates: June 1-5 from 8:30am-5pm, June 8-9
  - Camp Start Date: June 10
  - Camp End Date: July 9
  - No Camp: July 2 & July 3
- Susan B. Anthony Elementary, 575 Abbot Ave, Daly City
  - Training Dates: June 8-12 from 8:30am-5pm, June 16-17
  - Camp Start Date: June 18
  - Camp End Date: July 16
  - No Camp: July 3
- Thomas Edison Elementary, 1267 Southgate Ave, Daly City
  - Training Dates: June 8-12 from 8:30am-5pm, June 16-17
  - Camp Start Date: June 18
  - Camp End Date: July 16
  - No Camp: July 3
- **Additional Questions?**
  - Please send an email to [bigliftsummers@smcl.org](mailto:bigliftsummers@smcl.org) if you can't find the answer to your question above.