

Summer Teen Internship Position Description

Overview: This limited-term position focuses on community-engaged librarianship and provides a platform for the intern to explore how to use their talents and perspectives to impact their community. The intern will support the daily operation of the library and summer programming. The intern will work closely with a mentor to develop a project that advances the library's mission and benefits the community. This position is 9 hours per week, June 1-August 31, 2026, with one 3-hour shift on one Saturday per month. Applications available at the library or [complete this online application](#).

Qualifications/Special Skills:

Applicants must be:

- Teen between 16-19 years of age, and has not started college
- Mature and able to work independently and with minimal supervision
- Punctual and dependable
- Organized and attentive to detail
- An effective written and oral communicator
- A problem solver

Experience in/with:

- Customer service role
- Basic computer literacy, including the ability to use Office and social media applications

Specific Internship Position Duties:

1. Assist patrons in using library services and resources.
2. Check materials in and out for patrons.
3. Shelve returned items.
4. Assist with summer reading programming.
5. Assist in the development and delivery of teens and tweens programming.
6. Assist library staff in maintaining accurate library statistics.
7. Provide computer/information technology assistance.
9. Development of social media posts and promotional materials.
10. [Design and deliver a program or series of activities influenced by personal interests, community needs, and library mission and resources with the support of a mentor\(s\).](#)

Physical Requirements: Ability to bend, stoop, crouch, kneel, stand, and sit for prolonged periods of time at a desk or computer workstation; extend arms above the shoulder to reach and retrieve books and materials from shelves; grasp books and materials; lift materials and supplies which may weigh up to 25 pounds; use telephone and computer keyboard and mouse; see in the normal vision range with or without correction to read typical business documents and computer screens; hear in the normal range with or without correction.

Working Conditions: Work is typically performed indoors in an air-conditioned office environment with fluorescent lighting and a moderate noise level. There may be numerous interruptions to work to assist patrons, answer phones, etc. Some programming may take place outside in a natural environment.

Days/Hours Needed: Tuesday 3p-6p, Thursday 3p-6p, Friday 10a-1p, one Saturday per month 9a-12p
The successful candidate will train with library staff and be able to support programs and daily library activities in collaboration with staff.