

**TEEN SUMMER LIBRARY PROGRAM INTERN
COLUMBUS PUBLIC LIBRARY, COLUMBUS WI**

NATURE OF THE JOB

The Teen Summer Library Program Intern will provide support to library staff, primarily the Youth Services Department during the Summer Library Program and will receive a stipend.

- ✓ Reports to the Youth Services Coordinator, under the guidance of the Library Director
- ✓ Summer Internship runs for 10 weeks from June 8-August 14, 2026.
- ✓ The intern must complete a minimum of 80 hours during the internship period.
- ✓ This intern will receive a stipend totaling \$500 to be paid at the conclusion of the internship.

RESPONSIBILITIES

1. Works well with people from a wide range of ages and interests.
2. Assists library staff with summer reading program's weekly events including set-up, execution, and clean-up as well as prize redemption.
3. Develops a special project under the guidance of the Youth Services Coordinator for future implementation.
4. Helps promote library events and activities for teens, and recommends effective strategies to guide teens to library programs and resources.
5. Demonstrates good judgement, strong communication, listening, and problem-solving skills, patience, empathy, appropriate humor, and maturity.
6. Shadows various library staff to learn the basics of working in a library including collections, programming, and administration.
7. Assists patrons with technology in the library including copying, faxing, using library computers, scanning documents, and wireless printing.
8. Demonstrates how to navigate online library services and databases.
9. Shelves materials in proper location and reads shelves.
10. Creates teen-specific displays.
11. Locates materials on the daily holds queue list.
12. Empties materials from outdoor book drop.
13. Abides by library policies including a business casual dress code.
14. Accepts other duties as assigned by the Youth Services Coordinator and the Library Director.

KNOWLEDGE AND ABILITIES

1. Knowledge of English grammar and spelling.
2. Knowledge and experience with contemporary technology.
3. Ability to interact well with a diverse population.
4. Ability to maintain and promote a positive public service attitude.
5. Ability to maintain confidentiality of library patron information.
6. Ability to sort efficiently in alphabetic or numeric order, and to develop a working understanding of the Dewey Decimal system of library materials arrangement.
7. Ability to perform the following skills:

Submitted to Director with revisions: 2/12/2026

- a. Analytical skills: follows detailed directions.
 - b. Problem solving skills: identify problems and inform supervisor.
 - c. Organization skills: accomplishes tasks with attention to detail.
 - d. Communication skills: communicate effectively and transparently in both oral and written forms.
 - e. Reading ability: effectively read and understand information contained in notes and assignments.
 - f. Independent thinking ability: decision making without direct supervision.
 - g. Mathematical ability: understanding of basic mathematics and statistics.
 - h. Time management skills: ability to work at a steady pace.
 - i. Instruction comprehension: ability to understand instructions from supervisor in both oral and written forms.
8. Physical demands:
- a. Sitting, standing, walking, climbing and stooping.
 - b. Bending, twisting and reaching.
 - c. Talking and hearing; use of a telephone.
 - d. Fingering: keyboarding, writing, filing, and sorting.
 - e. Lifting, carrying: 30 pounds or less.
 - f. Pushing, pulling: objects weighing 60-80 pounds on wheels.
 - g. Mobility: travel to library programming and outreach events at local sites other than the library.

QUALIFICATIONS

- 1. Students between the ages of 14 and 17 may apply for this internship; if under the age of 16, the selected intern must have the ability to obtain a work permit prior to the internship start date.
- 2. Applicant must live in Columbus, Wisconsin or one of the local surrounding communities.
- 3. Genuine interest in working in working in a library setting.
- 4. No experience required.

I have reviewed and received a copy of this job description.

_____ Date

Library Director

_____ Date

Employee