



Fond du Lac Public Library

Youth Services Department

32 Sheboygan St., Fond du Lac, WI 54935

childrens@fdlpl.org teens@fdlpl.org

(920) 929-7080 fdlpl.org

Position: Teen Summer Intern
Service Area: Youth Services Department
Reports To: Teen Connected Learning Mentor; Youth Services Coordinator
Special notes: Part time/temporary position
Wage: \$16.94/hour
Schedule: Between 12 and 20 hours per week, flexible schedule, including possible nights and weekends

Essential Duties

1. Work closely with library team members to learn about various positions in the library and how they work together and support each other.
2. Craft a meaningful project based on their interests under the guidance of their mentor team, which will be completed through the course of the internship.
3. Work collaboratively with people of all ages from diverse backgrounds.
4. Provide customer service to patrons in person and over the phone.
5. Assist staff at outreach events and library programs.
6. Register customers for the Summer Reading Program and assist with prize redemption.
7. Establish and maintain good employee work habits, including regular punctual and predictable attendance, casual business attire, professional communication style, etc.
8. Understand that this list is not exhaustive, and other duties may be assigned as needed.

Education/License/Certification Requirements

1. Area youth who are in high school.

Knowledge, Skills, and Abilities

1. Good interpersonal and communication skills, including oral, written, and listening skills.
2. Ability to work independently and as part of a team.
3. Ability to ask for and accept help or guidance when needed.
4. Ability to work approximately 15 hours per week; basic digital literacy and technology skills, including a working knowledge of computers, Internet, Windows operating systems, Microsoft Office, and Google Workspace.
5. Ability to maintain confidentiality, patience, attentiveness, and empathy with others.
6. Ability to maintain and foster cooperative and courteous working relationships.
7. Willingness to try new skills, to accept new challenges, and to adapt to change.
8. Transportation to and from the library, as well as other locations in Fond du Lac, preferred.
9. Experience with a second language is beneficial, but not required.

Physical Requirements and Working Conditions

1. Typical public library duties include using computers, sitting, standing, walking, climbing (especially stairs), stooping, bending, twisting, and reaching (up, across, and down).

2. Employees are generally expected to sit and stand for long periods of time.
3. Employees are generally asked to lift and/or move heavy items and push and pull wheeled carts.
4. The library is a public space. As such, applicants for this position should be comfortable working in person with a diverse range of individuals.
5. The Library and outreach events can occasionally be loud and full of people.
6. Travel to library and non-library locations within the City may be required for outreach and programming opportunities as well as other job duties.
7. Library programming and outreach events may take place indoors or outdoors at local sites other than the library.

Equipment Used

1. Standard office equipment, including, but not limited to computers, printers, peripherals, photocopiers, multi-line telephone, etc.
2. Presentation projectors, microphones, etc.
3. Book carts, step stools, and other common library and accessibility equipment as needed.