



Teen Internship

Reports To: Library Director
Special notes: Part time/temporary position, grant-funded
Wage: \$15.00/hour
Schedule: Between 10 and 12 hours per week, flexible

The Prescott Public Library, in conjunction with the Wisconsin Department of Public Instruction, is pleased to offer a limited term, part-time, mentored Teen Internship this summer. The internship is open to area youth who are 16-19 years old. This position is an opportunity to gain insight into the field of librarianship and library work, as well as explore how to use your individual talents and perspectives to make an impact. The intern will work closely with a librarian mentor team to develop a connected learning project that advances the library's mission and benefits the Prescott community.

Previous recipients of this grant in other communities have hosted a community job and education fair, hosted community conversations about race, created diverse reading lists for 4th graders, created a space exploration virtual reality program, organized a teen open mic night, produced a video to promote the library and organized healthy eating resources for teens for their Connected Learning Project.

The intern will work for 60-120 hours, which can begin as early as June 1, 2025, and end no later than August 31, 2025. The intern will be expected to work 10-12 hours per week, with the possibility of evening and weekend hours, and to collaborate with their mentor team to establish their schedule.

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.
 5. Assist staff at outreach events and library programs.
 6. Write about the internship and connected learning project experience.
 7. Participate in surveys conducted by the Wisconsin Department of Public Instruction.
 8. Meet with mentor at least one hour a week.
 9. Understand that this list is not exhaustive, and other duties may be assigned as needed.
- Reasonable accommodations may be made to enable someone with a qualifying

disability to perform the essential functions of the position.

Knowledge, Skills, and Abilities

1. Good interpersonal and communication skills.
2. Ability to work independently and as part of a team
3. Ability to work approximately 10-12 hours per week, between 60- and 120-hours total
4. Basic digital literacy and technology skills, including a working knowledge of computers, Internet, Windows operating systems and Microsoft Office
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 Prescott, preferred

Physical Requirements and Working Conditions

1. Typical public library duties include using computers, sitting, standing, walking, 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, photocopiers, multi-line telephone, etc.
2. Presentation projectors, microphones, etc.
3. Book carts, step stools, and other common library and accessibility equipment as needed

To Apply:

Send a *City of Prescott* application and letter of interest to:

Carissa Langer
Prescott Public Library Director
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Prescott, WI 54021
langner@prescottpubliclibrary.org