



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 Intern
Service Area: Youth Services Department
Reports To: Teen Mentor; Youth Services Coordinator
Special notes: Part time/temporary position, grant-funded
Wage: \$16.42/hour
Schedule: Between 15 and 20 hours per week, flexible (up to 120 hours)

The Fond du Lac 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 and who have not started college. This position is an opportunity to gain insight into the field of librarianship and library work, as well as explore how to use individual talents and perspectives to make an impact on our local community. 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 Fond du Lac community.

Previous recipients of this grant in other communities have created an intergenerational LGBTQ+ roundtable, produced a music video to promote the library, generated a library resource booklet for at-risk youth, digitized local history materials, implemented a Latinx teen book club, and led salsa dance lessons for elementary-aged summer reading participants.

The intern will work for 60-120 hours, which can begin as early as Monday, June 3, 2024, and must conclude by Friday, August 30, 2024. The intern will be expected to work an average of 15 hours per week, with the possibility of evening and weekend hours, and to collaborate with their mentor team to establish their schedule. All library employees must be willing and able to work a flexible schedule, including 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. Write about the internship and connected learning project experience.
7. Participate in surveys conducted by the Wisconsin Department of Public Instruction.
8. Meet with at least one member of the mentor team at least three hours per week.
9. Establish and maintain good employee work habits, including regular punctual and predictable attendance, casual business attire, and a professional communication style, etc.
10. This list is not exhaustive, and other duties may be assigned as needed.

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 12-20 hours per week, between 60 and 120 hours total
5. Basic digital literacy and technology skills, including a working knowledge of computers, Internet, Windows operating systems, Microsoft Office, and Google Workspace
6. Ability to maintain confidentiality, patience, attentiveness, and empathy with others
7. Ability to maintain and foster cooperative and courteous working relationships
8. Willingness to try new skills, to accept new challenges and to adapt to change
9. Transportation to and from the library, as well as other locations in Fond du Lac, preferred
10. Experience with a second language is beneficial, but not required

Education/License/Certification Requirements

1. Area youth who are 16-19 years old and have not started college

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

To Apply:

Send a cover letter including why you are interested in the internship and a resume listing current and past employers, volunteer experience, and extracurricular activities to:

Jackie Braatz
City of Fond du Lac Human Resources
160 Macy St.
Fond du Lac WI 54935
jbrazatz@fdl.wi.gov