

Internship Initiative Program

Our Library

The Petoskey District Library serves the residents of the City of Petoskey and the Townships of Bear Creek, Little Traverse, Resort and Springvale. We provide a multitude of services for all ages, including reading and viewing materials, programming for all ages, technology assistance, computers and printers, and many non-reading types of items to borrow. We are passionate about building and sustaining an inclusive and equitable environment for all and believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and serve our community.

The Internship Initiative Program is designed to cultivate the next generation of library professionals by fostering a collaborative environment where young people learn, grow, and share their unique perspectives as a peer group.

General Information

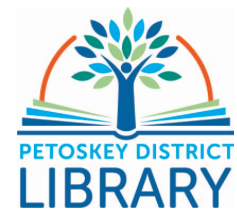
- The Teen Intern will be under the mentorship of the Teen Librarian.
- The Internship is a minimum of 15 hours per week at \$15.00 per hour
- Dates of note:
 - Internship dates: June 22 – August 12, 2026
 - Mandatory Cohort meetings (Library to cover all travel costs):
 - Kickoff meeting: June 17 or 18, time TBD – held at the Clinton-Macomb Library
 - Closing event: August 12 or 13, time TBD – held at the Library of Michigan, Lansing
 - One mid-summer virtual meeting

Internship Tasks and Responsibilities

The tasks and responsibilities are designed for maximum exposure to ensure the intern gains a wide range of experiences throughout all areas of public library work. The intern will rotate through various departments, such as Reference, Youth Services, Circulation Services, Marketing, Programming, and Administration, to observe the different tasks of librarians.

Core Operations & Collection Support

- Shelving: Accurately return library materials to their proper locations (Alpha or Dewey Decimal) and perform "shelf reading" to ensure items are in the correct order.
- Item Processing: Assist with the physical preparation of new materials, including labeling, stamping, and covering books or media to make them "circ-ready."
- Data Entry: Support administrative staff by inputting data for library cards, item records, and inventory, with high attention to detail.



Public Service & Front-End Support

- Circulation Desk Assistance: Work alongside staff to process check-ins, check-outs, and holds. Learn the integrated library system (ILS) to manage patron accounts.
- Customer Service: Act as a friendly first point of contact, helping patrons locate specific genres or navigate the building.

Programming & Creative Projects

- Programming Assistant: Help set up and tear down library events. This includes prepping craft materials for storytimes or managing tech for teen gaming nights.
- Graphics & Content Creation: Design promotional materials (posters, bookmarks, or digital flyers) using tools like Canva.
- Makerspace Mastery: Complete training on Makerspace equipment (e.g., 3D printers, heat transfer) to eventually assist patrons with their own creative projects.

Project Development

- With their mentors, interns will develop a connected learning project to be completed over the summer.
- Interns are expected to spend dedicated time writing, reflecting, and sharing about their experience with the rest of their cohort.

Qualifications

- Interns must be entering their sophomore, junior or senior year of high school, or be a 2026 graduate
- Can do attitude and desire to learn about library work
- Ability to be on time for all shifts

How to Apply

Interested students should complete the application, found on our Job Opportunities section of our website. Drop off at the library (500 E. Mitchell) or email (nkessler@petoskeylibrary.org) completed applications by May 4, 2026.