



Youth and Teen Services  
Summer Internship (Mid May-Mid August)  
Part-Time-20 Hours per Week

**Enjoy what you do while contributing to a Library that makes a difference in people's lives.** The Palatine Library District is seeking a service-oriented, adaptable, and personable team player who values collaboration, demonstrates empathy, and brings enthusiasm and flexibility to a fast-paced summer environment. The **YTS Summer Intern** provides friendly, enthusiastic front-line customer service to children, teens, and families during the busy summer season. This position supports the Summer Reading Program, assists with programs and outreach activities, and helps members access library resources and technology.

**How You'll Contribute:**

- Provide positive, welcoming, and empathetic service to children, teens, and caregivers
- Assist with the Summer Reading Program, including registration, tracking, participation, and distributing incentives
- Support Youth & Teen programs by preparing materials, setting up and cleaning up spaces, and assisting during events
- Help members locate materials and use library resources, catalogs, and technology
- Assist with basic reference and readers' advisory questions
- Visit <http://www.palatinelibrary.org/jobs> for a complete job description

**You'll Be Successful Because You Have:**

- Currently enrolled in college
- Customer service, volunteer, childcare, tutoring, or camp experience preferred
- Fluency in Spanish or another language commonly spoken in the district preferred
- Familiarity with technology (email, internet, Microsoft 365); experience with Polaris ILS is a plus
- Experience working with children or teens

**What We Offer:**

- Hourly Rate: \$22.56 an hour

**How To Get Started:**

Employment applications are available online at <http://www.palatinelibrary.org/jobs> or any Library location. Please submit a completed application and resume to the Human Resources Department at [employment@palatinelibrary.org](mailto:employment@palatinelibrary.org).

**About Us:**

Palatine Library District inspires connection, curiosity, and joy. The Library serves approximately 90,000 residents predominantly within the communities of Palatine and Hoffman Estates. We are an Equal Opportunity Employer and strive to reflect our diverse community through our dedication to equity, diversity, and inclusion.