



Waverly Public Library Internship Job Description

Job Class: Contract (2 hours per week) during library hours of operation.

Rate of Pay:

- Upon full and successful completion of semester I, the Library will award interns a \$250 stipend on December 21st, 2026.
- Upon full and successful completion of semester II, the Library will award interns a \$250 stipend on April 15th, 2027.

Direct Supervisor: Waverly Public Library Teen Services Librarian

Internship Duration: October 5th, 2026 - April 15th, 2027 with winter and spring breaks (align with school breaks)

JOB PURPOSE: The Teens Lead Intern Program aims to educate teens in their junior or senior years (or their equivalents) about careers in the library profession. The Teen Leads Intern will work two hours a week at the Library and will work to complete a capstone project of their choosing over the course of the academic year. Interns will support the overall mission of the Waverly Public Library, through which they will develop life skills and gain real-life work experience through their work and community volunteering initiatives.

The Ideal Candidate Is Someone Who:

- Understands and values the idea of the Library as a community hub and gathering place for community members to learn and exchange ideas.
- Is organized, detail-oriented, and a self-starter who can work independently and collaboratively.
- Engages well with others and is committed to delivering an exceptional customer experience.
- Is a team player who thinks quickly on their feet.
- Is excited about the prospect of growing and learning in a changing environment.

Essential Job Duties:

- Design and implement a capstone-focused project that promotes learning and/or connection in the community. Projects are due Thursday, April 1st, 2027.
- Interns will work collaboratively with librarians by attending meetings.
- Complete financial literacy modules through Everfi.
- Assist in literacy programming (a minimum of 4 programs).
- Complete a total of 12 hours of community volunteer service.
- Ensure all policies and procedures of the Waverly Public Library are followed.
- Perform other duties as assigned.

Education and/or Other Requirements:

- Current high school student entering the 11th or 12th grade.
- Minimum 16 years of age or older.
- Must have reliable transportation.

Qualifications Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Working Conditions:

- Primarily work in an office environment with controlled temperatures and limited exposure to loud noises or unusual smells.
- Physical Demands: Job involves a some amount of movement and activity. Work routinely involves lifting or handling material weighing up to 15 lbs., using a computer, and possible travel to volunteer sites.
- Mental Demands: This is high-level professional and technical work requiring sophisticated reasoning and independent judgment. Work is performed with minimal supervision and allows for significant discretion and variance in work routine.

How To Apply:

Submit a completed [Teen Lead Intern Program Application](#) along with a letter of recommendation from a teacher, school counselor, coach, or other relevant figure by Friday, September 11th at 9:00 AM to tkrug@waverly.lib.ia.us. Please note that references cannot be relatives, and your reference may be contacted by the selection committee. If you would like further details, please contact Trevor Krug at 319-352-1223 or at the above listed email.