



Main Library: 167 4th St. | Sumpter Media Center: 23465 Sumpter Rd.
Belleville, MI 48111 | (734) 699-3291 | belleville.lib.mi.us

Position: Intern: Teen Programming & General Reference

Starting Salary: \$18.00 /hr.

Hours: 16-20 hrs. /week

Posted: 8/19/2026

Deadline: 10/05/2026

The Belleville Area District Library strives to be the heart of our community. We are a Class V Library, serving a diverse population of 44,000 in Belleville, Van Buren Township, and Sumpter Township. Our staff is highly collaborative and endeavors to provide the public with superior customer service. A strong personal philosophy of public service is essential, as are excellent communication skills, patience, and a good working knowledge of popular technology.

We are looking for a student who is currently enrolled in an MLIS program and has an interest in working with teens. This internship has two components: developing and executing programs and services for teen and tween library users, and providing general Reference services to all library demographics. This intern will collaborate with the Youth department and other library staff to create programs, displays, and other library services for teens. They will also work alongside librarians and library Reference Assistants to provide reference services to all users.

Responsibilities:

- Engage with the library's teen and tween visitors to make them feel welcome and to develop an understanding of their programming needs and preferences.
- Plan and implement monthly activities, passive programming, and displays for this age group.
- Provide reference and readers' advisory services to library users under supervision of librarian staff, in Youth, Adult, or Teen departments, as assigned.
- Maintain an excellent working knowledge of the functions of the library catalog, public computers, personal devices, and digital resources such as databases and downloadable books and assist library users with these resources.
- Perform library opening and closing duties.
- Facilitate an atmosphere of learning and discovery by understanding and implementing the library's policies and procedures.
- Other duties as assigned.

Qualifications:

- Must be currently enrolled in an accredited Masters of Library & Information Science (MLIS) program.
- Should have an interest in working with teens & tweens aged roughly 10-18. Experience working with this age group is highly desired.
- Must be able to perform basic troubleshooting of computers, printers, and personal devices.

- Must be comfortable downloading e-books and using other web-related technologies.
- Must be self-motivated, industrious, and mature; able to identify projects and work independently.
- Must possess good judgment and problem-solving abilities.
- Must have a strong public service orientation and effective communication skills. Experience in customer service is highly desired.
- Some evening and weekend availability is required.

The above is intended to describe the major responsibilities and requirements for this position. It is not to be construed as an exhaustive statement of all duties, responsibilities, or requirements. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This is an at-will position. The Belleville Area District Library is an equal opportunity employer. All decisions affecting employment shall be made without regard to an individual's race, color, religion, marital status, familial status, family responsibilities, protected veteran status, age, sex, sexual orientation, gender identity or expression, height, weight, national origin, disability status, or other classification protected under federal, state or local law.

To Apply: Application can be found at www.belleville.lib.mi.us/about-us/employment/

Submit cover letter, resume, and Belleville Area District Library employment application to Karen Dubke, Head of Youth Services, at kdubke@belleville.lib.mi.us.