



City of Ames Youth/Teen Services Internships - Ames Public Library

SALARY	\$12.00 Hourly	LOCATION	50010, IA
JOB TYPE	Temporary	JOB NUMBER	25-APLYI-01
DEPARTMENT	Library	OPENING DATE	03/16/2026
CLOSING DATE	3/26/2026 12:00 PM Central	FLSA	Non-Exempt
BARGAINING UNIT	MERIT	RESIDENCY REQUIREMENT?	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

<https://www.youtube.com/embed/97rsAGfo1eQ?&wmode=opaque&rel=0>

The City of Ames, Ames Public Library, has an exciting opportunity for two internships to provide support to the Youth/Teen Services Department!

Youth and Teen Services Internships:

\$12 per hour

20-30 hours per week

These two Youth and Teen Services Interns are expected to work May - August 2026 with potential for extension up to one year from date of hire. Average hours are 20 hours per week with potential to work 30 hours per week as needed by department.

Assists and develops a variety of projects and programs that align with community needs and support the Library's mission. Interns will facilitate the Library's Summer APL-Y (Ames Public Library- Youth) volunteer and Summer Meals programs working mainly with middle schoolers and high schoolers.

Directly accountable to the Volunteer Services Coordinator and adjunctly accountable to the Youth Services Manager.

Ames Public Library is committed to creating a welcoming space that recognizes the inherent dignity of every person. We honor the unique backgrounds, experiences, and perspectives of customers, staff, and the community as a whole.

Ames Public Library works to reduce barriers to access for the public, provide a safe environment for community members, and foster a supportive workplace. As such, all employees will work to create a culture of respect and dignity for staff and customers.

In order to be considered for these positions, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

Applications submitted for this position by the application deadline may be considered for other openings in this classification for up to 6 months.

Career Resources can be found at the library's [online resources page](https://tinyurl.com/4t95uxn9). (<https://tinyurl.com/4t95uxn9>)

Examples of Essential Job Functions

In coordination with Library staff, plan, prepare, and present programs in a variety of settings that align with community needs and support the Library's mission; Assist with selection, placement, scheduling and leadership of Library volunteers, specifically youth volunteers; Organize and run the Summer meals program with volunteers; Perform clerical duties as needed; Participate in special projects as they emerge; Create a safe, welcoming environment for Library patrons and program attendees; Other duties as assigned. The Intern may be required to travel throughout Ames for events and spend long periods of time outside for activities.

Excellence Through People

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Education and Experience:

Required:

- Successful completion of High School graduation, G.E.D. or HiSet.
- 18 years or older at time of hire date.

Licenses and Certification: Valid Driver's License Required

Preferred:

- Pursuing a Bachelor's degree in Education, Child Development, English, Communication Studies, or related field
- Pursuing a Master in Library Science (MLS or MLIS) degree
- Experience volunteering or working in a library
- Experience working with children and teens

Knowledge, Abilities, and Skills: Knowledge of lesson planning; Knowledge of technology such as computers and cell phones. Skill in organization and attention to detail; excellent customer service skills; skills in written and verbal

communication; skill in balancing multiple projects at once. Ability to adapt to change; ability to work independently and as part of a team; ability to tolerate ambiguity; ability to commit to innovation and continuous improvement; ability to address customer questions and complaints in a friendly and professional manner; ability to work with and be sensitive to the needs of a diverse group of people.

Supplemental Information

Physical And Environmental Characteristics:

Equipment Used to Perform Essential Functions: Computer hardware, peripherals, and software appropriate for library work, general office equipment; communications equipment including cell phones; library specific equipment such as carts; music software and bluetooth devices.

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, repetitive motion.

Physical Characteristics of Work: The work involves frequently standing and walking for long periods of time; occasionally lifting heavy objects up to 50 pounds; occasionally setting up tables and chairs; frequently pushing and pulling library equipment; frequently sitting and using arm/leg controls.

Vision Requirements: Minimum standards for use with those whose work deals largely with preparing and analyzing data, extensive reading, and the use of computer controls.

Environmental Conditions: The employee ordinarily works in an office environment. The Intern may be required to travel throughout Ames for events and spend long periods of time outside for activities. The employee works with the public and is expected to attend to hygiene and health emergencies. May be required to travel throughout Ames for events and spend long periods of time outside for activities.

Selection Process:

The selection process consists of an evaluation of education and experience, phone interview, on-site interview and completion of a criminal background check, which includes a sex offender registry check and motor vehicle records check. All candidates will be notified by email of their application status.

Preference may be given to applicants possessing qualifications above the minimum.

Depending on the number of qualified candidates, the City may forego phone interviews.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at:

<http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Youth/Teen Services Internships - Ames Public Library Supplemental Questionnaire

***QUESTION 1**

Have you successfully completed High School graduation, G.E.D. or HiSet?

- Yes
 No

***QUESTION 2**

Will you have a valid driver's license and be at least 18 years of age at the time of hire?

- Yes
 No

***QUESTION 3**

These positions may require working some weekend and evening shifts dependent on projects throughout the internship. Will you be available to work occasional weekend and evening hours with advance notice?

- Yes
 No

***QUESTION 4**

Are you pursuing a Bachelor's degree in Education, Child Development, English, Communication Studies, or related field

- Yes
 No

***QUESTION 5**

Are you pursuing a Master in Library Science (MLS or MLIS) degree

Yes

No

***QUESTION 6**

If you are a current student, what is your anticipated graduation date, current year status in school, and area of study?

***QUESTION 7**

Please describe any experience you have volunteering or working in a library.

***QUESTION 8**

Please describe any work experience you have that involved customer service skills. (300 word max)

***QUESTION 9**

Tell us about your experience working with teens. What attributes do you think you would bring to a teen program at the library? (300 word max)

* Required Question