



Crete Public Library District

# 2026 MARIAN ENGEL SUMMER TEEN INTERNSHIP

High Schoolers, are you looking for job experience and a bit of income this summer? Gain valuable work experience, time management and organization skills, as well as decision-making and leadership skills. Any teen aged 16-19 may apply, but preference will be given to Crete Public Library District residents.



## HIGHLIGHTS



- ✓ Paid Internship
- ✓ Flexible Schedule
- ✓ Job Experience



**Application Period:**  
April 6 - ~~May 2, 2026~~

**APPLY NOW**



**Cassandra O'Connell**  
Teen/Reference Librarian  
coconnell@cretelibrary.org



**Scan QR to apply online**  
Must have Gmail account to apply online.

### **Position Description**

The Crete Public Library District is seeking a creative, enthusiastic, and tech-savvy teen, aged 16-19 to serve as summer intern for the Marian Engel Summer Teen Internship. The selected intern will spend time in multiple Library departments learning about the Library, its mission, and the various duties of Library employees. Some of the duties of the intern include: learning how to search for Library materials and send them to other libraries, checking in Library materials, applying protective coverings to books, preparing youth programs, shelving and much more.

### **When is the submission deadline?**

The submission deadline is Saturday, May 9, 2026.

### **When will interviews take place, and when will I know if I've been selected to be an intern?**

Interviews will take place in May, after the submission deadline is over.

All candidates will be notified by email if they have been selected as an intern or not.

### **How much is the stipend?**

Interns earn \$550 for the summer, to be paid at the end of the internship.



**Scan to  
apply online.**

### **Who can apply?**

Any teen aged 16-19 may apply, but preference will be given to Crete Public Library District residents, as well as any teen who is looking for a first job experience. Crete Public Library District comprises the Village of Crete and Crete Township. Call or visit the Library for more details.

### **What do I need to apply?**

All applicants need to submit a resume and cover letter to Cassandra O'Connell-Teen Librarian. They can do so either in person at the library, via email at [coconnell@cretelibrary.org](mailto:coconnell@cretelibrary.org), or via the Google form application QR code below.

When sending an application via email, please use the subject line "2026 Marian Engel Summer Teen Internship".

### **How long will the internship last?**

The schedule is somewhat flexible and will be discussed during interviews.

In general, the internship is six (6) hours per week and lasts six (6) weeks.

The start date is the week of Monday, June 1, 2026. The end date is the week of Monday, July 6, 2026. The intern will rotate between various departments during the internship.

### **I need help making a cover letter and resume. Can you help me?**

Yes! Visit the Adult Information Desk and we can help you create both of those documents.