

Marion Public Library Summer Reading Corps 2019

Are you searching for a unique opportunity to serve your community this summer? Do you enjoy working with children and teens? Do you want to gain real-world experience working in a people-focused library alongside our friendly staff?

Marion Public Library coordinates a vibrant Summer Learning Program each year that reaches over 2,000 children, encouraging them to stay engaged with reading, learning, and fun throughout the summer. The research is clear: children who read during the summer maintain literacy skills and return to school better prepared to continue their education. In partnership with United Way of East Central Iowa and AmeriCorps, we hope to extend the reach of this vital program as part of the Campaign for Grade Level Reading.

Our AmeriCorps Summer Reading Corps members will take the library's Summer Learning Program out of the library and into the larger community by visiting parks, daycares, and other programs engaged with children and their families throughout the summer months. The Reading Corps members will increase participation in the Summer Learning Program by reaching children who have barriers to accessing traditional library services. This outreach will significantly build our capacity during the library's busiest season.

Members will assist in coordinating our Summer Meals program at the library by managing volunteers to help serve meals to children and teens who need them. We partner with several organizations in our community to keep kids fed. This will be the 6th year Marion Public Library has offered this program. We average 20-25 kids served daily throughout the summer. Summer Meals ensures that children who primarily get their meals at school are not hungry during the summer months.

Members will also assist library staff in facilitating on-site programs for children and teens, as well as help our patrons at the Summer Learning Program desks by registering them for the program, explaining how it works, encouraging them to find books they are interested in, and handing out incentives as children and teens reach their reading goals.

You might be the right person if...

- You can successfully communicate with a diverse group of people of all ages—but especially toddlers-teens in a variety of ways including public speaking, written communications, one-on-one interactions, etc.
- You are confident working with computers, including email, Microsoft Office suite, and basic online searching
- You enjoy working independently and with a team and can effectively manage your time when things are slow or busy
- You are considering a career in education, libraries, or for a non-profit (not required)

This job will allow you to...

- Gain real world experience in a fast-paced environment working with the public

- Develop professional skills while sharing your talents with the community
- Take advantage of AmeriCorps program benefits, including a living allowance during time of service as well as an education award

NATURE OF WORK

This is a 9-week, 300-hour temporary paraprofessional public service specialist position in the Marion Public Library requiring knowledge of professional practice and independent judgment in its application, as well as the application of prescribed procedures and methods. The employee assists the library's diverse patron population at the Children's Services Desk and assists with Children's or Tween and Teen program implementation, including outreach. Ability to provide reliable transportation to and from outreach sites is required. Scheduled hours may vary but will average around 33 hours per week, and will include some evenings and weekends. The employee works under the supervision of the Children's and Family Services Manager.

EXAMPLES OF WORK PERFORMED

- Planning and facilitating programming for children and teens both in-house and at outreach sites
- Serving as library liaison with partner agencies—working with library staff, partner organization staff, and volunteers
- Tracking data and administering surveys related to the programs
- Registering participants for the Summer Learning Program, distributing incentives, and updating their progress
- Providing basic reader's/viewer's/listener's advisory and collection use services to children, tweens or teens, and their caregivers
- Preparing materials for programming including craft supplies and outreach kits
- Being the public face of the library in our community and representing us well
- Helping patrons navigate their library account information while maintaining their privacy
- Identifying and retrieving information needed by patrons by using the library's collection, online information resources, and worldwide web resources

OTHER RESPONSIBILITIES

- Attending AmeriCorps and library-specific trainings and staff meetings
- Setting up before and cleaning up/resetting room after programs
- Welcoming guests from the community and performers to special events including public introductions
- Completing special projects as assigned

DESIRED KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of children's and/or tween and teen fiction and non-fiction
- Knowledge of child development
- Ability to determine information needs of children or tweens and teens and their caregivers
- Knowledge of children's or tween and teen program development and programming techniques
- Ability to tell/read stories to groups of children
- Ability to work with minimum supervision

ESSENTIAL FUNCTIONS—Including but not limited to

- Ability to sit or stand for long periods of time
- Ability to bend, stoop, reach, stand, push, pull as required to retrieve library materials, reset rooms, etc.
- Ability to use a keyboard and mouse
- Ability to lift up to 40 pounds
- Ability to reliably travel to outreach sites within, meetings with partner agencies, etc. (within 15 miles)

The employee is expected to possess the cognitive ability essential for rational decision-making regarding operational needs and the problems of the position, as well as the psychological and emotional stability and capability of functioning and making decisions under high-stress situations. The employee shall not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

The employee is expected to be able to hear, speak, read, write, and understand English and possess the interpersonal skills necessary to interact effectively with the public and other employees.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

The Marion Public Library is a busy, customer-focused library with a high amount of use by children, tweens, teens, and their parents or guardians. Patrons have high expectations regarding the quality and efficiency of library service. Evening and weekend work is required. The person in this position works regularly with and has access to patron records that are confidential according to the Code of Iowa.

While performing the duties of this job, the employee will be exposed to outdoor weather conditions, including heat and humidity.

MINIMUM TRAINING AND EXPERIENCE

Computer skills and familiarity with Internet search engines are required. High school graduation or equivalent is required. Experience working with children and/or tweens and teens is preferred.

AMERICORPS SUMMER READING CORPS MEMBER REQUIREMENTS

- Members must be at least 17 years of age or older
- Members must be working toward or have a high school diploma or equivalent
- Members must be a U.S. Citizens, U.S. Nationals, Lawful Permanent Resident Aliens, and persons legally residing in a state that have the following legal residency classifications: refugee, asylum or asylee, temporary protected status or deferred action for childhood arrivals (DACA) status. (By law, only VISTA members who are either: U.S. Citizens; U.S. Nationals; or Lawful Permanent Resident Aliens (sometimes referred to as “Lawful Permanent Residents”), are eligible to receive an AmeriCorps Segal Education Award in lieu of a cash stipend.)
- Members must not be listed on the National Sex Offender Public Registry
- Preference is given to members currently enrolled as a college student at an Iowa institution of Higher Education with priority given to Iowa Campus Compact member institutions (not required)

MEMBER BENEFITS

Summer Reading Corps members receive:

- A living stipend paid out bi-monthly from Iowa Western Community College totaling \$2,500 over 9 weeks.
- Additional professional development and networking opportunities
- Upon successful completion of the full term of service, the Member will receive an education award of \$1,252.91, from the National Service Trust. The Member understands that his/her failure to disclose to the program any history of having been released for cause from another AmeriCorps program will render the Member ineligible to receive the education award.
- If the Member has received forbearance on a qualified student loan during the term of service, and the Member successfully completes the term of service, the National Service Trust will repay a portion of the interest that accrued on the loan during the term of service according to hours served.
- Child-care benefits are contingent on having a child under 13, meeting an income threshold, needing child-care assistance to complete the AmeriCorps term of service, and having a financial need to pay necessary child-care expenses. More information can be found at <http://www.americorpschildcare.com/>.

Members do not receive:

- Health care
- Life insurance
- Relocation allowances