



# AMERICORPS VISTA JOB DESCRIPTION

## *Literacy Programs Coordinator*

**Department:** Programming Department  
**Supervisor:** Programming Manager, *Kevin Delecki*

### **The reason we need you.**

For over 60 years, the Cedar Rapids Public Library has promoted literacy initiatives. The library has a long tradition in the community, but is also on the edge of something greater. With two world-class new libraries that opened in 2013, the library is a vibrant community hub and buzzing with energy and possibility. This is a dynamic time to connect the library to the community through outreach and volunteerism. You can be a part of this exciting literacy initiative and make a lasting impact on young readers in Cedar Rapids!

The VISTA Literacy Programs Coordinator will primarily focus on expanding and improving the development and delivery of all aspects of the Cedar Rapids Public Library's summer reading program – the Summer Dare. The VISTA member will also evaluate the efficacy of all aspects of the Summer Dare programs, the different programs' capacities for continued growth, and opportunities for reaching more students in poverty. The VISTA member will serve on the Summer Learning Committee for Reading into Success, the community's local Campaign for Grade Level Reading initiative, to further develop reading interventions to combat the summer learning slide.

### **Your VISTA Member duties include:**

You will be involved in all facets of growing the library's literacy programs. Responsibilities include but are not limited to:

1. Strengthen existing partnerships with summer childcare providers for low-income families
2. Develop new partnerships with summer childcare providers for low-income families
3. Engage volunteers and coordinate school visits for Summer Dare promotional outreach skits as part of Day of Caring
4. Provide training, communications, and logistical support for volunteers assisting with the Summer Dare and Summer Dare Everywhere programs
5. Assist with process improvement initiatives for the library's Volunteer Services program
6. Develop toolkits to support literacy goals to combat summer slide
7. Serve on the library's Summer Dare committee
8. Serve on the Reading into Success community-based committee with a focus on the Summer Learning committee
9. Evaluate the participation levels in the Summer Dare programs
10. Develop and conduct a survey to measure outcomes
11. Research best practices for summer reading initiatives

### **You might be the right person if...**

- You can successfully communicate with a diverse group of people through various channels – public speaking, written communications, one-on-one trainings, etc.
- You are comfortable and confident working with computers.
- Your peers consider you to be highly organized.
- You are computer savvy and know the basics of the Microsoft Office suite.
- You enjoy working independently and taking on complex tasks.
- Being a part of a team and working towards the greater good fuels you.
- You are considering a career in education or libraries or have your masters in library science. *(Not required.)*

### **This job will allow you to:**

- Gain valuable experience that can translate to future library, non-profit, government, and corporate employment opportunities.
- Develop professional skills while sharing your talents with the community.
- Take advantage of VISTA program benefits supported outside of the library including:
  - Living allowance
  - Choice of education award or end of service stipend
  - Childcare assistance if eligible
  - Relocation allowance
  - Health coverage (for more information: <http://www.vistacampus.gov/healthcare>)
- Get to know the library staff for the excellent, friendly resource that they are.
- Become knowledgeable about the library facility and its many resources.
- Give back to your community through service.

### **What you bring to the table:**

- Ability to commit to a one-year term of service starting in late June 2017.
- Ability to work comfortably with people, systems, and technology.
- A positive, "can-do" attitude that has you excited to walk in the library's door and get started.
- Ability to read, write, and follow written and verbal instructions.
- Ability to walk, bend, reach, sit, stand for periods of time, and occasionally lift 25lbs.
- Ability to provide own transportation to various library locations and partner organizations is preferred. Mileage will be reimbursed.

### **Your time commitment.**

- This is a full-time, one-year program commitment. Service at the library is 6/27/2017-6/30/2018.
- VISTA members are allowed to hold outside employment if it does not conflict with their VISTA duties.

### **How do I apply?**

- Applications are being accepted by AmeriCorps 2/15/2017-4/30/2017.
- Minimum age requirement is 18. College graduate is preferred.
- To apply, visit the AmeriCorps website posting at: [https://my.americorps.gov/mp/listing/viewListing.do;jsessionid=6sapOeaGZg\\_Ombu6ExNY6kfNzo1PjUpNYUIVrggr7WDX52iQ3s5X!472759604?id=71549&fromSearch=true](https://my.americorps.gov/mp/listing/viewListing.do;jsessionid=6sapOeaGZg_Ombu6ExNY6kfNzo1PjUpNYUIVrggr7WDX52iQ3s5X!472759604?id=71549&fromSearch=true)

### **We are guided by our shared values.**

- Freedom: Our Library is committed to the free and open exchange of ideas.
- Community: Our Library is for everyone. You are welcome here.
- Creativity: Our Library is on a journey toward inspired products and relevant services.
- Fun: Our Library is serious about art, entertainment, and recreational experiences that are essential in making life worth living.

### **What makes the Cedar Rapids Public Library special?**

The Cedar Rapids Public Library is a passionate advocate for literacy and lifelong learning. The library exists to impact our community and transform its quality of life through education, civic engagement, the arts, and entertainment.

The CRPL Volunteer Program develops exceptional volunteer opportunities to support and enrich the library through community engagement. Our vision is a collaborative environment that encourages community members to work towards an outstanding library experience.

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