

**Department:** Volunteer Services

**Supervisor:** Volunteer Coordinator, *Jessica Link*

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

Summer at the Cedar Rapids Public Library is hopping! From June-July, our library sees record high numbers of program attendance, readers checking out materials, kids at outreach camps, patrons signing up for the summer reading program, and volunteers to help us keep it all flowing. All summer long, the library is a vibrant community hub and buzzing with energy and possibility. We want you to be a part of it and help us lead others to success!

As a Summer Dare VISTA member at the library, you will be an integral part of our summer reading program – the Summer Dare. You will coordinate some of our Summer Dare Everywhere outreach programs, train and support volunteers, work with staff to provide programs and materials to underserved youth, work at the Dare Desk to register readers, and, help with special public events. No two days will be the same – flexibility and adaptability are key aspects of your role!

This is more than just a summer job – it's a chance to grow your leadership skills, get involved in your community, make a positive impact in the lives of young readers, support other community volunteers, and learn more about your library.

### **Your Summer Dare VISTA member duties include:**

You will be involved in all facets of library's Summer Dare program. Responsibilities include but are not limited to:

1. Serve as a site coordinator and liaison for Summer Dare Everywhere site(s) – work with partner organization staff, library staff, and library volunteers to deliver the weekly program and track data related to the program
2. Provide training and logistical support to volunteers assisting with the Summer Dare and Summer Dare Everywhere programs
3. Register participants in the library's Summer Dare reading program and update their progress
4. Assist in the coordination of materials and crafts for the library's Summer Dare and Summer Dare Everywhere programs
5. Assist with the delivery of the library's Teen Summer Camp program
6. Assist in the delivery of weekly library experiential tours with the Summer Dare Everywhere partnership with Kids on Course
7. Assist library staff with the delivery of other weekly programs, events, and activities related to the Summer Dare

### **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 can effectively manage your time – when things are slow or hectic.
- Being a part of a team and working towards the greater good fuels you.
- You are considering a career in education or libraries. (*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 during time of service
  - Choice of education award or end of service stipend
- 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 two month term of service starting June 2, 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 40lbs.
- 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, two month program commitment. Service at the library is 6/2/2017-7/28/2017.
- 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.
- Must have a high school diploma or equivalent.
- To apply, visit the AmeriCorps posting on Indeed.com at: <https://www.indeed.com/viewjob?jk=852a90457559e62e&tk=1bbro7gjjakgs97o&from=company>

### **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.