

# JOB DESCRIPTION

## *Summer Reading Corps Member*

**Department:** Programming Department/Volunteer Services

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

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

While summer at the Cedar Rapids Public Library will still look a little different this year, some things never change – like our commitment to literacy and to connecting with our community. As a Summer Reading Corps member at the Library, you will be an integral part of our Summer Dare reading program and will help us meet that commitment even during these unusual times.

In your role with us this summer, you will coordinate some of our Summer Dare Everywhere outreach programs, work with staff to provide programs and materials to underserved youth, register patrons of all ages for the reading program, and help with our new outdoor programming. 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, and learn more about your Library.

### **Your Summer Reading Corps member duties include:**

You will be involved in all facets of the 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 and Library staff to deliver the weekly program and track data related to the program
2. Register participants in the Library's Summer Dare reading program and update their progress
3. Assist in the coordination of materials and crafts for the Library's Summer Dare and Summer Dare Everywhere programs
4. Assist with literacy activities as part of the City's Parks and Recreation mobile outreach program
5. 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 Iowa Campus Compact/Corporation for National and Community Service program benefits supported outside of the Library including:
  - Living allowance during time of service - totaling \$2,450 over nine weeks
  - Education award at end of service - \$1,311.11
- 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 nine week term of service starting June 1, 2021. Must complete 300 hours during those nine weeks.
- Ability to attend a mandatory training via Zoom from 9:30-11am on Tuesday, June 1, 2021.
- 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, nine week program commitment. Service at the Library is 6/1/21-7/31/21.
- Summer Reading Corps members are allowed to hold outside employment if it does not conflict with their Library duties.

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

- Applications are being accepted starting 3/22/2021. Positions will be filled on a rolling basis.
- Must be a United States citizen, a United States national, or a legal permanent resident of the United States and at least 17 years of age.
- Must have obtained a high school diploma, GED, or is working to obtain during their term of service.
- To apply, simply submit your resume and cover letter (*optional*) to [volunteer@crlibrary.org](mailto:volunteer@crlibrary.org).

### **We are guided by our principles.**

- Intellectual Freedom: We are committed to the free and open exchange of ideas. We facilitate your access to information free of judgment.
- Privacy: We protect your information and your right to privacy.
- Equity: Our Library is for everyone. You are welcome here.

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

We connect people to information, experiences, and services that enhance their quality of life so our community can learn, enjoy, and thrive. We are a beacon of literacy to all who seek knowledge and understanding. We are compassionate navigators to the information, resources, and entertainment you seek. We are your library.