



LIBRARY Teen Volunteer Coordinator

Part – Time – 20 Hours per Week

\$10.82 per Hour

Consider this Exciting Opportunity

The City of McMinnville Library is seeking to fill one seasonal part time Teen Volunteer Coordinator position. This individual will be enthusiastic and organized. Hours will include Tuesdays through Fridays, 9am – 5pm

The Teen Volunteer Coordinator assists in recruiting, training, coordinating and scheduling teen volunteers to work, providing direct supervision to teen volunteers, assisting teens with tasks as needed, completing tasks in the absence of a teen volunteer, creating, organizing and maintaining records of teen volunteers using excel and other MS tools, assisting with summer reading registrations, organizing and overseeing weekly teen staff meetings, assisting staff with various summer reading programs including Wednesday programs at the Community Center, art programs, science programs, LEGO activities, movies, Children's Fair, talent show and Discovery Zone. The Teen Volunteer Coordinator provides service to patrons in the absence of teen volunteers, sets up and takes down tables, chairs and electrical equipment for the various programs and evaluates teen volunteer work.

McMinnville—The City and the Community

The City of McMinnville and the community have many advantages to offer. The City, as an organization, is a full service city, which provides a broad range of public services in building permits and inspections, engineering, emergency medical response, fire suppression, legal counsel, library programs, municipal court, parks and recreation (Aquatic Center, Community Center, Kids on the Block Program, Senior Center, and Youth and Adult Sports), community planning, police, public works, and water reclamation. The City of McMinnville has a supportive Mayor and City Council who work well with the City Manager and members of the City's management team. It is the mission of the City to maintain a safe, livable environment within the community through open governance and the efficient delivery of public services.

McMinnville has a growing population of over 32,000 and is a quiet, easy-going

city situated in the western portion of Oregon's agriculturally rich Willamette Valley on U.S. Highway 99W. The Pacific Ocean beaches are 50 miles to the west, Portland is 36 miles to the northeast, and the state Capitol, Salem, is 25 miles to the southeast. McMinnville is home to Linfield College, listed in *U.S. News and World Report* as one of the nation's top regional colleges; and, Chemeketa Community College, McMinnville Campus. In addition, McMinnville has a healthy, diverse economy and vibrant historic downtown. Gallery Theatre is located within the downtown area and offers plays and musicals throughout the year. The theatre is regionally recognized for its high quality performances and performing arts classes.



Qualifications

Knowledge of:

- 📖 Standard office procedures and equipment; and
- 📖 Basic math.

Ability to:

- 📖 Learn the Dewey Decimal Classification System;

- 📖 Learn the Library's integrated library computer system;
- 📖 Respond to changes in Library policies and procedures;
- 📖 Learn about the various Library collections;
- 📖 Recognize safety hazards and report to the appropriate authority;
- 📖 Develop effective working relationships with Library staff, volunteers, and the public;
- 📖 Learn routine processes within a reasonable period of time;
- 📖 Understand and follow instructions;
- 📖 Maintain accuracy in filing materials;
- 📖 Demonstrate effective time management;
- 📖 Establish and maintain effective working relationships with diverse populations; and
- 📖 Communicate effectively with the public and other employees.

Education and Experience

Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities is qualifying. A typical way to qualify would include the equivalent of high school graduation.

Compensation

The salary for the Library Teen Volunteer Coordinator begins at \$10.82 per hour. The City of McMinnville provides a benefit package that includes:

- * Full, City-paid participation in the Oregon Public Service Retirement Plan (OPSRP) after meeting eligibility requirements; and
- * Opportunities for on-going professional development.



How to Apply

Completed City of McMinnville employment application, resume, and cover letter should be addressed to Human Resources City of McMinnville, 230 NE Second Street, McMinnville OR 97128 and must be received no later than 5:00 p.m., Friday, May 26, 2017. Please call Erica Thomas at (503) 434-2328; e-mail her at erica.thomas2@mcminnvilleoregon.gov to request a City employment application, or you can obtain an application and the recruitment announcement from our website – www.mcminnvilleoregon.gov.

Tentative Recruitment and Selection Schedule

May 26, 2017 - City employment applications, resumes, and cover letters received.

May 29, 2017 - June 2, 2017 - Screen applications; schedule and conduct interviews.

June 6, 2017 –Tentative start date.

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need accommodation to participate in the recruitment and selection process should request assistance by calling the number listed above or by e-mailing erica.thomas@mcminnvilleoregon.gov.