



## **JOB ANNOUNCEMENT**

### **Summer Reading Program Library Department Teen Volunteer Coordinator**

**Pay Rate:** \$10.82 per hour

**Job Type:** Seasonal

**Closing Date:** May 17, position starts June 4 continuing through August 30

**Application:** City job application required, resume, cover letter, references at interview

**Location:** McMinnville Library, City Park and Community Center

**Schedule:** The proposed work schedule, which may change and is somewhat flexible:

June 4 – June 30, 2019: (71 total hours,) hours vary.

June 15; 9 am – 1pm (This is the only required Saturday.)

July 2 – August 2, 2019 (180 total hours) Tuesdays, Thursdays, Fridays: 1-5 pm

Wednesdays: 9am - 5pm

August 6 – 30, 2019 Tuesday – Friday, hours vary and are somewhat flexible

#### **Description:**

The Children's Services Summer Reading Teen Volunteer Coordinator will schedule, train and supervise up to 20 Teen Volunteers and manage programs for children. The Summer Reading Teen Volunteer Coordinator will also be a general assistant to the Children's Librarians working on various projects to help ensure the success of the Summer Reading Program.

#### **Duties and Responsibilities:**

1. Assists in recruiting Teen Volunteers
2. Organizes, coordinates and schedules Teen Volunteers to work
3. Directs and manages training for Teen Volunteers
4. Provides direct supervision to Teen Volunteers
5. Assists Teens with tasks as needed
6. Completes tasks in the absence of a teen volunteer as needed
7. Creates recognition materials for Teen Volunteers
8. Creates, organizes and maintains records of Teen Volunteers
9. Organizes and Oversees weekly Teen Volunteer staff meetings
10. Organizes and manages materials, supplies, equipment and presentations for children's programs
11. Maintains posted office hours

#### **Education & Experience:**

Any equivalent combination of education and experience that demonstrates the knowledge, skills, and abilities to perform the essential functions of the job is qualifying. Skills, knowledge and experience should include:

Ability to work with Teens  
Knowledge of working with volunteers  
Self-motivated and able to work independently  
Responsible, dependable and flexible  
Good people management skills  
Willing to learn new skills and teach others  
Able to complete tasks in a timely manner  
Efficient at organizing work space and tasks

**Physical & Mental Requirements:**

While performing the duties of this position, the employee is required to make decisions, use interpersonal skills, engage in teamwork and customer service, use creativity, be fluent in English, provide training and supervision, analyze problems, and use discretion, use independent judgment and take independent action to solve issues. Standing, walking, lifting items such as tables and chairs, proficient use of computers, tablets and projectors, and reaching are required components of this position. Reasonable accommodation will be made to meet the needs of otherwise qualified individuals with a disability and known limitations.

**Working Conditions:**

The majority of the work is conducted at the McMinnville Public Library with some work also at the McMinnville Community Center and with the businesses in the downtown McMinnville area. Noise levels are typical of large groups of children. Daily work priorities often change. Work spaces and stations are shared with other staff members and volunteers and at times are cramped.

**Application Process:**

This recruitment is considered open until all positions are filled. Complete a City of McMinnville application and submit via email to [HR@McMinnvilleOregon.gov](mailto:HR@McMinnvilleOregon.gov).