

**Davenport AmeriCorps/Youth AmeriCorps Program  
Position Description  
2017-2018**

<b>Attachment: A</b>	
<b>MEMBER NAME:</b>	
<b>SERVICE SITE:</b>	Davenport Parks and Recreation
<b>POSITION TITLE:</b>	Summer Outreach AmeriCorps Member
<b>SITE SUPERVISOR:</b>	
<b>REQUIRED SERVICE HOURS:</b>	At least 300
<b>TERM OF SERVICE:</b>	Mid/late May through mid/late August Avg. of 20-25 hrs per week
<b>LIVING STIPEND:</b>	\$2,226.00
<b>EDUCATION AWARD:</b>	\$1,230.69
<b>REOCCURRING ACCESS TO VULNERABLE POPULATIONS?</b>	Yes

**GENERAL SUMMARY:**

The Davenport Public Library Summer Outreach AmeriCorps Member will serve alongside the library's Youth Services & Programming Supervisor to provide outreach to youth in the City of Davenport who have transportation barriers preventing them from visiting the Davenport Public Library, as well as program development for these populations. The goal is to provide these populations with services that meet the Library's mission: "Connect a diverse community to resources that inform, enrich, educate, and entertain."

**SERVICE RESPONSIBILITIES:**

- Develop knowledge of library services to children and teens, particularly regarding literature and programming
- Provide library services to children and teens at regularly scheduled outreach locations. These services could include but would not be limited to:
  - Contacting organizations in Davenport to offer outreach services to the youth they serve
  - Scheduling dates and times to visit organizations that express interest in library outreach services, and designing outreach programming for new community partnerships
  - Pulling materials from the library collection, loading them into a library vehicle, and driving the vehicle to various locations in the city of Davenport
  - Signing children and teens up for free library cards
  - Checking out books and other library materials
  - Recommending new books to children and teens based on their interests and reading level
- Create, prepare, and implement educational and entertaining programming for children and teens during the summer months at regularly scheduled outreach locations. Examples of activities to be done at these programs can include:
  - Book discussion groups
  - Crafts and art projects
  - STEM activities (ex: LEGO, Strawbees, Squishy Circuits)

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- Serve alongside the Youth Services & Programming Supervisor to select additional books and other library materials to provide for checkout to children and teens at regularly scheduled outreach locations.
- Report attendance statistics for each outreach visit
- Collaborate with the Youth Services & Programming Supervisor in addressing the program's objectives and performance measures.
- Model constructive participation in all activities.
- Maintain and uphold confidentiality practices and policies.
- Attend all AmeriCorps Monthly trainings and service projects.

Complete the following:

- Observe library programming and complete training focused on serving youth in a library setting.
- Participate in training exercises in Polaris, learning how to check library materials out to patrons.
- Attend professional development, as scheduled.
- The program may require the member to engage in other allowable activities that are not specifically outlined in the position description, but that support the AmeriCorps program design and which help the program meet its goals. In no circumstance will members be asked to perform prohibited activities outlined in the Member Service Agreement.

### **QUALIFICATIONS:**

- Experience working with children and youth in a school setting
- Understanding of best practices in child development, behavior management, developmentally appropriate activities, child safety, etc.
- Be at least 18 years old, and a US citizen, national, or legal permanent resident alien
- Demonstrate good communication skills, both written and oral
- Give and accept feedback well
- Be a positive role model for students
- Be adept at multi-tasking and staying on task
- Exhibit initiative, dedication and good judgment
- Be committed to professionalism and learning
- Follow instructions and be dependable
- Work well as a team
- Demonstrate patience, flexibility, and positive stress management skills
- Work well with diverse youth and adult populations
- React quickly and with sound judgment in emergency situations
- Familiarity with the Dewey decimal system is appreciated; will train if needed
- Most possess a valid driver's license and maintain throughout member agreement

### **PHYSICAL REQUIREMENTS:**

- Walk and carry materials up and down steps
- Stand and walk for extended periods of time
- Lift 30 pounds

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- Bend, squat and kneel

**PROHIBITED ACTIVITIES**

Members will not engage in prohibited activities as defined by the Corporation on National and Community Service and as outlined in the Member Service Agreement.

**SERVICE SCHEDULE:**

Service activities will take place predominately at Davenport Public Library Fairmount Branch, but the member will also need to drive a vehicle to other locations in Davenport for outreach activities. The Davenport Public Library AmeriCorps Member must be able to serve flexible hours, including evenings and weekends. Members may be asked to serve at special events and activities within the grant partnership that may be outside of the member's normal service hours. Members are required to attend the monthly training offered to all AmeriCorps Members within the City of Davenport AmeriCorps Program as well as the National Day of Service. Members & Site Supervisors will plan a quarterly service schedule in calendar format in which both the member and site supervisor will agree and adhere to. This schedule is meant to outline how the member will successfully get to the allotted hours within the term.

**SICK TIME/VACATION TIME/HOLIDAYS/TRAINING:**

While we recognize that members may become ill, request to take vacation time, and or request holidays off, it is important to note that no sick, vacation or holiday time is to be counted toward the hours needed to complete your term in service. Members are prohibited from accruing more than 20% of their total service hours in training.

**LUNCH BREAKS:**

Members that serve 8 hours or longer in a day must take a 30 minute lunch break. Lunch breaks do not count towards the hours needed to complete your term in service.

**EVALUATIONS:**

Members will participate in a 25%, Mid-Term and End-Term Evaluations. Members will complete a self-evaluation and their Site Supervisor will complete an evaluation on the member. The member and site supervisor will meet, with or without the Program Manager, to discuss the evaluations in-depth.

**BACKGROUND CHECKS & ALTERNATIVE DISPUTE RESOLUTION:**

All member background checks will consist of 3 part check due to the fact that all of the members have contact with vulnerable population; this includes National Sex Offender, SING, and FBI fingerprinting. Member participation is contingent upon criminal history review; members have the opportunity to challenge the results. Challenges may be based on the assertion that there are errors on the report, but not on the program's decision about whether the individual's record disqualifies him/her from service in the program.

**ACKNOWLEDGEMENT OF UNDERSTANDING:**

All of the above duties and responsibilities are essential position functions subject to reasonable accommodations. All position requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities, and requirements; this service position description is not

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all-inclusive. Individuals may be required to perform other position-related responsibilities as requested by their site supervisor or Program Director, subject to reasonable accommodation.

\_\_\_\_\_  
AmeriCorps Member –

Date

\_\_\_\_\_  
AmeriCorps Site Supervisor –

Date

\_\_\_\_\_  
AmeriCorps Program Director –

Date

