

**Davenport AmeriCorps/Youth AmeriCorps Program
Member Service Agreement
2018-2019**

Attachment: A	
MEMBER NAME:	
SERVICE SITE:	Davenport Parks and Recreation
POSITION TITLE:	Davenport Public Library AmeriCorps Member
SITE SUPERVISOR:	
REQUIRED SERVICE HOURS:	At least 900
TERM OF SERVICE:	
LIVING STIPEND:	\$6,678.00
EDUCATION AWARD:	\$2,907.50
REOCCURRING ACCESS TO VULNERABLE POPULATIONS?	Yes

GENERAL SUMMARY:

The Davenport Public Library Youth 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 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)
- 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.

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- 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
- Bend, squat and kneel