



PROGRAM ASSISTANT – LIBRARY SUMMER READING COORDINATOR

Part – Time – Temporary Position

\$10.82 per Hour

Consider this Exciting Opportunity

The City of McMinnville Library is seeking an enthusiastic and organized Program Assistant to oversee the Summer Reading Program as the Summer Reading Coordinator Intern. The person in this position will work as a general assistant to the Children's Librarians working on various projects to help ensure the success of the Summer Reading Program. The Intern will also schedule, train, and supervise up to 20 teen volunteers. Hours may include evenings and weekend shifts.

The Program Assistant/Summer Reading Coordinator assists with recruitment, scheduling, and supervising tasks of the teen volunteers for the Summer Teen Volunteer program. The individual in this position assists Children's staff with various summer reading program activities; communicates with Library supervisors regarding the Teen Volunteer schedules and tasks; assists in signing up children for the Library Summer Reading Program and computers in the Library Children's Room; reads stories out loud to children, and conveys the Summer Reading message accurately to

community members. This individual also creates and maintains registration records for programs and teen volunteers; organizes and leads weekly staff meetings for teen volunteers; and motivates, evaluates, and recognizes them. The Program Assistant sets up and takes down tables, chairs, projectors, computers, and other equipment as needed for programs.

*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;
- 📖 Basic math;
- 📖 Excel, Publisher, MS Word, and other MS office tools;
- 📖 Age appropriate activities for children and teens; General philosophy of public libraries; and
- 📖 Good customer service.

Ability to:

- 📖 Convey the concept and benefits of volunteerism to teens;
- 📖 Establish professional relationships with and direct teen volunteers;
- 📖 Establish and maintain effective working relationships with the general public, local officials, and employees;
- 📖 Convey a positive image to citizens and taxpayers;
- 📖 Recognize safety hazards and report to the appropriate authority;
- 📖 Understand and follow instructions;
- 📖 Maintain accuracy in filing materials;
- 📖 Demonstrate effective time management;
- 📖 Learn basic library search methods; and
- 📖 Work independently to solve problems, organize work space, and complete tasks in an environment that includes noise, interruptions, and changing priorities.



Tentative Recruitment and Selection Schedule

April 8 – 29, 2016 - City employment application, resume, and cover letter received.

May 2 - 3, 2016 - Screen applications;

May 4 – 5, 2016 - Schedule interviews.

May 6 - 13, 2016 - Conduct interviews.

May 16 - 18, 2016 - Complete reference checks and background investigations.

May 20, 2016 - Candidate selected and notified.

June 6, 2016 – Tentative start date.

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 be the equivalent of high school graduation.

Compensation

The salary for the Program Assistant / Summer Reading Coordinator is \$10.82 per hour.



How to Apply

Completed City of McMinnville employment application, resume, and cover letter should be addressed to Rose Lorenzen City of McMinnville, 230 NE Second Street, McMinnville OR 97128 and must be received no later than 5:00 p.m., Friday, April 29, 2016. Please call Ms. Lorenzen at (503) 434-7405; e-mail her at lorenzr@ci.mcminnville.or.us to request a City employment application, or you can obtain an application and the recruitment announcement from our website – www.ci.mcminnville.or.us.

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 lorenzr@ci.mcminnville.or.us