



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

SUMMER ADVENTURE TEEN VOLUNTEER COORDINATOR

CHILDREN'S SERVICES, LIBRARY 21c

(Temporary position, up to 13 weeks, approximately 15-30 hours per week)

Position #712025601

DATE POSTED: April 15, 2019

LOCATION: 1175 Chapel Hills Drive, Colorado Springs, CO 80920

HOURLY WAGE: **\$12.00** per hour

POSITION HOURS: Schedule varies with an average of 15-30 hours worked per week according to the needs of volunteers and children's department staff. New hire should have some Saturday and Sunday availability to work.

NOTE: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

TARGET START DATE: May 13, 2019

PROCEDURE FOR APPLICATION:

1. Complete a PPLD online application located at ppld.org/Jobs on the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, Ext. 6086.

CLOSING DATE: Open until filled with preference given to application materials received by **April 25, 2019** at 9:59 p.m. MDT

CONDITIONS OF EMPLOYMENT:

All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-Verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice.

EOE

As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender expression, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

SUMMER READING PROGRAM ASSISTANT (cont.)

POSITION SUMMARY: It is the mission of the Pikes Peak Library District to seek, engage, and transform lives through library services and resources that enrich individual lives and build community. This position helps fulfill the library's mission by guiding the library's teen volunteers in the implementation of the Summer Adventure Program, formerly the Summer Reading Program. Position reports to the Library 21c Manager.

REQUIRED EXPERIENCE / KNOWLEDGE / ABILITIES:

1. Ability to communicate effectively verbally and in writing, especially with teenagers and children.
2. Ability to organize and prioritize work.
3. Ability to work independently.
4. Ability to follow verbal and written instructions.
5. Ability to maintain flexibility and work under pressure.
6. Ability to provide courteous customer service and present a positive image of the library in all transactions.
7. Knowledge of general office practices and equipment, including photocopiers and printers.
8. Excellent computer skills with a working knowledge of Microsoft Office suite.

ESSENTIAL FUNCTIONS:

1. Provides oversight and guidance to the teen Summer Reading Program volunteers:
 - a. coordinates teen volunteer scheduling, timekeeping, supervision and evaluation;
 - b. assists with training of teen volunteers
 - c. assists with library programs as needed
 - d. communicates regularly with teen volunteers and the 21c Children's volunteer coordinator
2. Coordinates Summer Adventure Program computer registrations, prize distribution, and recordkeeping.
3. Performs other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

1. **Requires** a high school diploma or GED; prefer some college-level coursework.
2. **Must be** at least 18 years of age. Strongly prefer experience working with teens and/or experience scheduling and coordinating volunteers.
3. **Requires** experience working with computers and basic level knowledge of Microsoft Office: Outlook, Word, and Excel
4. **Requires** physical stamina and the ability to carry boxes weighing up to 25 pounds and push a loaded wheeled book truck up to 200 pounds in weight.
5. **Requires** excellent communication skills, the ability to work in a team environment, a "whatever it takes" work ethic, and an excellent customer service attitude. Bilingual ability is a plus in serving our diverse community.