



Library Human Resources Honor diversity | Champion learning | Embrace change

College to County Internship Position 2022

Title: Summer Reading Program Assistant

Seasonal temporary position: June through September

Salary: \$19.29

Work location: Isom Operations Center, 205 NE Russell St, Portland, OR 97212

Approximate schedule: About 30-40 hours/week.

Days and hours may be flexible within these parameters:

Monday - Friday 9:00 - 6:00

Overview:

The Summer Reading Program. Youth from birth - high school are encouraged to read 45 days in the summer, mid-June through August, building a daily reading habit. We offer colorful paper gameboards for all ages, as well as an app with a mobile site called Beanstack. Readers can earn prizes at three levels (book, toy, or donor coupons). We had over 112,000 youth signed up in 2019, reading for at least 31 million minutes. Our outreach staff take summer reading to migrant schools, free lunch sites in parks, and community events. We are probably most known for our Summer Reading T-shirts--every finisher earns one, and there are kids who've collected them all their lives and post pics to social media of their shirts on vacation. Creating a culture of reading, of recognizing other readers in their shirts out and about in the community, of noticing one's teachers in the same shirt, is one immeasurable but immeasurably powerful goal of MCL's Summer Reading Program.

Job Task Description:

- Assist Summer Reading Staff and Volunteer Services Staff
- Support virtual Summer Reading by learning and using Beanstack, our mobile site.
- Work on Summer Reading related projects
 - Distribute prizes to library locations
 - Enter summer reading data into the Summer Reading Beanstack database
 - assist in sorting prizes and T-shirts, organizing supplies, sending additional supplies to locations as needed and other tasks as assigned by the program coordinator
- Assist with Summer Reading volunteer coordination
- Assist Summer Reading public in-person and virtual programs and outreach efforts with the support of library staff:
 - Communicating with volunteers
 - Organizing volunteer materials
 - Occasionally work at a summer reading table in a library.
- Collaborate with Teen Summer Reading volunteers for social media efforts.

The Ideal Candidate will:

- Have the ability to work independently with minimal supervision as well as the ability to collaborate within a team environment.
- Communicate, understand, and follow written and oral instructions; ask questions if unclear.
- Be flexible, cooperative, and able to adapt and thrive in a changing environment.
- Be comfortable and enthusiastic working with teens and adults in the library

Knowledge/Skills/Abilities Required:

- Comfortable working with Teens.
- Enjoy talking with people and providing information and instruction to groups and individuals
- Enjoy working with technology and crafts.
- Able to troubleshoot and solve problems.
- Ability to work and talk effectively with people from different cultures.
- Ability to communicate effectively with others.
- Able to travel to library or community locations in support of the program. Travel may be via public transit

About Multnomah County Library

Multnomah County Library transforms lives and is essential to the health and success of the community. We respect the past, are attentive to the present and are genuinely excited about the future. We're a forward-looking library, engaged in and energized by the challenges and opportunities facing public libraries in the next several years.

We are the oldest public library west of the Mississippi, with a history that reaches back to 1864. Today, the Central Library and 18 neighborhood libraries that make up the library system house 700 computer search stations for the public and a collection of two million books and other library materials.

As Oregon's largest public library, MCL serves nearly one-fifth of the state's population with a wide variety of programs and services.

To read more about us, please visit our website at www.multcolib.org.

COVID-19 Vaccination Requirement: To protect the health of the community and employees, Multnomah County requires employees to be fully vaccinated against COVID-19 or have an approved medical or religious exception as a qualification of employment.

The rule applies to all employees, as allowable by law. Candidates who receive an offer of County employment must provide proof of vaccination upon hire or submit an exception request prior to their start date.

Veterans' Preference:

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in

advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Application Instructions:

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 3, 2022.