



**Two Harbors
Public Library**



Are you looking to gain experience in the field of libraries or education? AmeriCorps Summer VISTA could be the right fit for you. Through a 10-week service term, AmeriCorps Summer VISTA members gain skills and experience that set them apart from others in the workforce, while simultaneously making a difference in the lives of others throughout their community.

The Two Harbors Public Library is accepting applications for a Summer VISTA Programming Assistant. The Summer VISTA Programming Assistant will help us provide an excellent Summer Reading Program to children, teens, and their families. Join in the fun!

This is a 10-week temporary (June 5-August 13) paraprofessional public service position at the Two Harbors Public Library. The position serves on a team to deliver dynamic and impactful summer programming for children, tweens, and teens. Scheduled hours may vary, up to 40 hours per week, and will include some evenings. The employee works under the supervision of the Library Director. See attached job description and VISTA Member Benefits for more information.

Please send cover letter and resume to Madeline Jarvis via email at madeline.jarvis@alslib.info or in person at the library: 320 Waterfront Drive, Two Harbors, MN.

Applications will be reviewed on a rolling basis through April 24.

Two Harbors Public Library
Summer VISTA Programming Assistant

Temporary Full-Time Employee (June 5-August 13, 2023, including some evenings)

Compensation: \$3,375 stipend will be paid out bi-weekly from Iowa/Minnesota Campus Compact over term of appointment. Upon successful completion of the full term of service, the VISTA will receive an education award of \$1,459.26 or \$345 post-service stipend, from the National Service Trust.

Primary Responsibilities:

- Assist with planning and facilitation of indoor and outdoor programming for children or teens
- Tracking data and administering surveys related to the programs
- Registering participants for the Summer Reading Program, distributing incentives, and updating their progress
- Providing basic reader's/viewer's/listener's advisory and collection use services to children, tweens or teens, and their caregivers
- Preparing materials for programming including craft supplies and outreach kits
- Being a public face of the library in our community

Other Responsibilities:

- Attending both Americorps and library-specific trainings and meetings
- Setting up before and cleaning up/resetting room after programs
- Welcoming guests from the community and performers to special events including public introductions
- Completing special projects as assigned

DESIRED KNOWLEDGE, ABILITIES AND SKILLS

- Ability to determine information needs of children or tweens and teens and their caregivers
- Knowledge of children's or tween and teen program development and programming techniques
- Ability to tell/read stories to groups of children

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to understand confidentiality, the Minnesota Data Privacy Act, and to adhere to those procedures
- Ability to work with minimal supervision
- Ability to sit or stand for long periods of time
- Ability to bend, stoop, reach, stand, push, pull as required to retrieve library materials, reset rooms, etc.
- Ability to use a keyboard and mouse
- Ability to lift up to 40 pounds
- Proficiency in computer usage: online, social media, data entry, Microsoft Word, Microsoft Publisher, Microsoft Excel, a variety of databases, and the ability to learn new computer skills
- Ability to work independently
- Ability to work as part of a team

- The employee is expected to possess the cognitive ability essential for rational decision-making regarding operational needs and the problems of the position, as well as the psychological and emotional stability and capability of functioning and making decisions under high-stress situations. The employee shall not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.
- The employee is expected to be able to hear, speak, read, write, and understand English and possess the interpersonal skills necessary to interact effectively with the public and other employees.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

The Two Harbors Public Library is a vibrant, patron-focused library with a high amount of use by children, tweens, teens, and their caregivers. Patrons have high expectations regarding the quality and efficiency of library service. The person in this position works regularly with and has access to patron records that are confidential according to the Minnesota Data Privacy Act.

While performing the duties of this job, the employee may be exposed to outdoor weather conditions, including heat, humidity, or cold weather.

MINIMUM TRAINING AND EXPERIENCE

Basic computer skills and familiarity with Internet search engines are required. High school diploma or equivalent is required. Experience working with children and/or tweens and teens is preferred.

VISTA MEMBER REQUIREMENTS

- Members must be at least 17 years of age or older
- Members must have a High school diploma or equivalent
- Members must be a U.S. Citizens, U.S. Nationals, Lawful Permanent Resident Aliens, and persons legally residing in a state that have the following legal residency classifications: refugee, asylum or asylee, temporary protected status or deferred action for childhood arrivals (DACA) status. (By law, only VISTA members who are either: U.S. Citizens; U.S. Nationals; or Lawful Permanent Resident Aliens (sometimes referred to as “Lawful Permanent Residents”), are eligible to receive an AmeriCorps Segal Education Award in lieu of a cash stipend.)
- Members must not be listed on the National Sex Offender Public Registry
- Members should be currently enrolled as a college student at a Minnesota institution of Higher Education with priority given to Minnesota Campus Compact member institutions (not required)

MEMBER BENEFITS

2023 Summer VISTA Member Benefits

Campus Compact VISTA members receive:

- A living stipend paid out bi-weekly by AmeriCorps over the course of their term.
- Living allowance rate: \$48.22 daily, \$675.08 bi-weekly, totaling \$3,375 total for a ten week term
- Mental health and legal counseling benefits through the [Member Assistance Program](#)
- Professional development and networking opportunities
- Upon successful completion of the full term of service, the Member will receive an education award of \$1,459.26 from the National Service Trust. Members may also elect to receive a post-service stipend of \$345.
 - If the member chooses the education award they put federally qualified student loans into forbearance during the member's service.
 - If the VISTA member has received forbearance on a qualified student loan during the term of service, and the member successfully completes the term of service, the National Service Trust will repay a portion of the interest that accrued on the loan during the term of service.

Additional Benefits:

- Holidays: Summer VISTA members receive leave on holidays observed by their sponsor, and have weekends free, depending on the sponsor's needs, policies, and regular work schedule. Sponsors may also adjust schedules for member to compensate for service during weekends or holidays.
- Emergency Leave: When an emergency or illness prevents a Summer VISTA member from serving, sponsors and CNCS staff may assist the Member in meeting the required number of service days. CNCS staff must balance Member support against project support, avoiding excessive leave while supporting the Member through an emergency or illness.
- Jury Duty: Summer VISTA members are subject to jury duty; if called, the time spent on jury duty will not be counted against the term of service or education award.
- More information can be found online in the [VISTA Member Handbook](#).

Summer VISTA members do not receive:

- Health care
- Life Insurance
- Childcare allowances
- Relocation allowances
- Personal or sick leave