

# Summer Reading Leaders

## Pilot project description

Volunteer Services will pilot a new volunteer position this summer to support staff that supervise and coordinate Summer Reading volunteers. The idea has been discussed in the past and some locations have informally used “lead” volunteers to help with higher level tasks. Volunteers will be called “Summer Reading Leaders” and the opportunity would be open to teens and adults.

## Background and purpose of the pilot project

Oregon Museum of Science and Industry uses Mentor to Youth volunteers during the summer to interact with and provide support to high school students participating in OMSI’s Rising Stars youth volunteer training program. The mentor program is about five years old and has been very successful, particularly with adults. Beaverton City has successfully used volunteers in a similar role for years and we will use them as a resource for our pilot project.

The primary purpose of the project is to have 1-3 SR Leaders at each location to help staff with the tasks of volunteer coordination including scheduling, orienting, training and coaching SR Assistants. See the attached “SR Leader Position Description” for a more detailed list of their duties.

*Engaging SR Leaders at your location should ease your workload, not increase it! A secondary purpose would be to provide a few teens and adults with a higher level volunteer opportunity at their neighborhood library.*

## Requirements to be a Summer Reading Leader

### Age Criteria

Volunteers will need to be 16 years of age or older or a junior in high school or higher grade level. The age limit can be waived if you have a volunteer that has been exceptional in the past. Reliability and maturity are critical requirements. Remember, too, that SR Leaders will be coaching other volunteers. Although there will be training on how to coach, most teens may find it difficult to coach other teens and will need more staff support.

### Time Commitment

A bigger time commitment will be required of SR Leaders: 10-20 hours/week from May 15 – Sept. 7, 2011. Excellent organizational, customer service and communication skills will also be required. Teens will be required to have worked as a Summer Reading Assistant in the past.

## Training

There will be specialized training for SR Leaders. Although we are developing a training plan, there will be three components to their training:

- 1) Summer Reading game: SR Leaders will attend one SR Assistant training-- either returning volunteer or new volunteer training.
  
- 2) Summer Reading database: An online tutorial will train SR Leaders on the intricacies of the SR database.
  
- 3) Customer service and coaching: VS will develop and deliver this training.

## Requirements to participate in the pilot project

Staff ownership of the project is critical to its success. Staff must be willing to assume ultimate responsibility for the SR Leaders. Here are some parameters to consider:

- SR Leaders will assist with volunteer coordination, but *staff will still have primary responsibility for the full scope of the program!*
- SR Leaders will coach volunteers on the logistics of the game and on minor performance issues. Staff will address major performance issues including excessive tardiness and absenteeism, stealing prizes or cheating, unsuitability for the position.
- SR Leaders will schedule volunteers, make reminder calls and follow-up calls when volunteers fail to show up for their shift. Staff will be ultimately responsible for their location's volunteer schedule and will serve as the primary contact for scheduling matters.
- Staff will communicate and collaborate with SR Leaders. Staff will support SR Leaders and promptly address performance issues. If SR Leaders are teens, staff must be willing to mentor them.
- Staff will need to plan a space where the SR Leaders can do their work.

## Action Items

- 1) By **DATE**, let Volunteer Services know if your location will participate. If you aren't sure, let us know that you are tentatively interested.
  
- 2) Provide Volunteer Services with the following information:
  - The number of SR Leaders that your location will need
  - The names of potential candidates (from current or past volunteers at your location)
  - Confirm which staff member will supervise the SR Leader(s)