



City of Davenport Youth AmeriCorps  
Summer 2022 Position Posting



**PUTNAM MUSEUM YOUTH AMERICORPS MEMBER**

**TERMS OF SERVICE:** June 13, 2022 to August 20, 2022 **MINIMUM HOURS OF SERVICE:** 300 hours

**LIVING ALLOWANCE:** \$2,823.00 **EDUCATION AWARD AT COMPLETION OF SERVICE:** \$1,342.86

**GENERAL SUMMARY:**

The Youth AmeriCorps Member will participate in a summer service project that will provide them with a unique experience for career exploration in a broad range of career opportunities at a museum. These activities and experiences will reconnect the Youth AmeriCorps Member to the community and give them a real-world, career-oriented experience that will encourage them to complete their education and pursue their personal and professional goals.

**Site Specific Service Activities:**

- Provide customer service skills to all customers who engage with the Putnam Museum & Science Center.
- Complete the annual museum store inventory project alongside Visitor Service Staff.
- Train and support all aspects of visitor services including tours, exhibits, and museum information
- Model Putnam cleaning and sanitizing protocols by:
  - Following set procedures to ensure the safety of visitors and employees
  - Ensuring proper cleaning and maintenance of science center and museum interactives, including rotation and refilling of props
  - Assist custodial staff with specific projects related to deep cleaning
  - Use interpersonal communication skills to welcome groups, and ensure compliance to group visit requirements

**Site Schedule:**

Service activities will take place predominately at the Putnam Museum. Member must have an ability and willingness to serve flexible hours between Mondays through Friday from 8:30 AM to 5:00 PM, as scheduled, including evenings and weekends. Members will be required to serve at special events and activities within the grant partnership that may be outside of the Member's normal service hours. Quarterly Site Supervisor and Member will review the Member's OnCorps hours and calendar to insure they will successfully complete all required hours within the contract terms.

**Physical Requirements:**

- Be tolerant of hot, humid, and uncontrolled climates, and able to work in and out of doors
- Walk and carry materials up and down steps
- Stand and walk for extended periods of time
- Lift 30 pounds
- Bend, squat, and kneel