

CSD Job Description

CSLP REPRESENTATIVE

Coordinates communication between Oregon libraries and CSLP, including manual distribution, workshops and meetings, and updates.

September

- Obtain access to CSLP rep e-mail account at beginning of term
- Arrange with Youth Services Consultant for delivery and storage of the summer reading manuals until distribution at the CSD Fall Workshop
- Send out reminders and confirmations to CSD Fall Workshop hosts and presenters
- Open CSD Fall Workshop registration, with assistance from CSD Webmaster/Web Team
- Promote CSD Fall Workshop to Oregon library community, track registration, assist with registration process, respond to questions, etc
- Arrange for flat-rate postal materials needed for shipping summer reading manuals following the CSD Fall Workshop
- Recruit assistance from CSD membership and board for staffing the summer reading manual distribution table at the CSD Fall Workshop
- Collect feedback from CSD members, solicit ideas for CSLP manual and share feedback with Youth Services Consultant/CSLP as needed
- Attend CSLP Annual Meeting and share feedback from CSD members with CSLP
- Report out to CSD board and membership upon return from CSLP Annual Meeting, sharing updates on themes, slogans, artists, and changes that may affect Oregon libraries

October

- Attend fall board meeting and share pertinent CSLP updates with board
- Distribute summer reading manuals, PSAs, and catalogs at fall workshop
- Coordinate and lead the fall workshop on Summer Reading
 - Work with Web Editor to arrange for remote attendance
 - Compile listing of lunch options in area of hosting library and distribute for participants
 - Prepare evaluation forms to assess successfulness of Fall Workshop and to gather input for spring/other workshops and CSD offerings
 - Print forms and gather materials for workshop attendees

- Gather files from presenters for post-workshop sharing of materials with minutes
- Collect feedback from CSD members, solicit ideas for CSLP manual and share feedback with Youth Services Consultant/CSLP as needed

November

- Compile and share with CSD Board the results from the fall workshop evaluations
- Complete distribution of summer reading manuals, PSAs, and catalogs by mail
- Submit receipts to OLA for reimbursement of mailing costs
- Collect feedback from CSD members, solicit ideas for CSLP manual and share feedback with Youth Services Consultant/CSLP as needed

December

- Collect feedback from CSD members, solicit ideas for CSLP manual and share feedback with Youth Services Consultant/CSLP as needed

January

- **POST UPDATES TO FACEBOOK AT LEAST ONCE EACH WEEK**
- Collect feedback from CSD members, solicit ideas for CSLP manual and share feedback with Youth Services Consultant/CSLP as needed

February

- Collect feedback from CSD members, solicit ideas for CSLP manual and share feedback with Youth Services Consultant/CSLP as needed

March

- Attend spring board meeting and share pertinent CSLP updates
- Attend spring workshop if able and share pertinent CSLP updates (or designate another board member to share this information with attendees)
- Survey spring workshop participants about topics of interest for the fall workshop
- Collect feedback from CSD members, solicit ideas for CSLP manual and share feedback with Youth Services Consultant/CSLP as needed

April

- Collect feedback from CSD members, solicit ideas for CSLP manual and share feedback with Youth Services Consultant/CSLP as needed

May

- Secure a location for the CSD fall workshop in October, preferably at a library who can offer space for 50-75 people at no or low cost
- Solicit presenters for fall workshop
- Draft fall workshop agenda
- Collect feedback from CSD members, solicit ideas for CSLP manual and share feedback with Youth Services Consultant/CSLP as needed

June

- Continue fall workshop planning
- Collect feedback from CSD members, solicit ideas for CSLP manual and share feedback with Youth Services Consultant/CSLP as needed
- Assist with distribution of Oregon College Savings Sweepstakes, promotion of high-quality summer reading program guidelines, and other SRP-related issues as needed

July

- Update job description
- Continue fall workshop planning
- Collect feedback from CSD members, solicit ideas for CSLP manual and share feedback with Youth Services Consultant/CSLP as needed

August

- Finalize Fall Workshop Agenda, confirming plans with presenters
- With appropriate CSD board members, coordinate CSD fall workshop publicity on social media and MemberClicks outlets, as well as online registration forms, posted agendas, etc

- Arrange for opening and closing dates of CSD Fall Workshop registration, roughly 6-8 weeks prior to workshop date
- Review job description with incoming CSLP rep at the end of term
- Collect feedback from CSD members, solicit ideas for CSLP manual and share feedback with Youth Services Consultant/CSLP as needed