

Duke University North Carolina LiteracyCorps Service Description



book harvest



AmeriCorps
North Carolina



Position Title and Type: Early Literacy Assistant, Forsyth County (Half-Time)

Grant Number:

North Carolina LiteracyCorps (NCLC) Mission and Overview: The Duke University NC LiteracyCorps is a statewide consortium of AmeriCorps Volunteers working to build the capacity and impact of community and campus-based literacy programs. AmeriCorps Volunteers will provide direct service and/or capacity-building support to local education nonprofits and schools in Durham, Wake, Forsyth, Mecklenburg, and Pitt Counties.

The mission of the NC LiteracyCorps is to increase opportunities for North Carolina children and adults through tutoring, small group teaching, classroom assistance, and capacity-building activities that strengthen an organization's abilities to increase reach and impact. NC LiteracyCorps AmeriCorps Volunteers will work alongside education professionals to increase the academic achievement, English skills, High School completion, or access to education and community resources across the state.

North Carolina LiteracyCorps Staff Name and Contact Information: Maranatha Wall, mdw31@duke.edu

Service Location: In person, Book Harvest at Imprints Cares: 711 Coliseum Plaza Ct, Winston-Salem, NC 27106

Supervisor Name and Contact Information: Erika Stewart, Associate Director of Early Literacy, Forsyth, estewart@bookharvest.org

Organization Mission and Overview: Book Harvest is a nationally recognized nonprofit organization based in Durham, NC, with an ambitious mission: books for every child, support for every parent, and literacy for every community. Since 2011, Book Harvest has placed more than three million books in the hands of children and families—grounded in the belief that literacy starts at birth, in the home, powered by parents, and nourished with books.

Book Harvest is now at a defining moment. The organization is embarking on a national movement to ensure that every child has the home library they need to become a reader and is building the research, policy, and field infrastructure to realize a new standard of care. With annual revenues exceeding \$10 million and programmatic reach expanding nationally, this is an organization accelerating toward national impact.

AmeriCorps Volunteer Impact: Member will help secure our vision of books for every child, support for every parent, and literacy for every community by establishing a strong, efficient, and consistent physical footprint for Book Harvest in Forsyth County. Supervised by the Forsyth lead, the member will build capacity for families in years 4 and 5 of the Book Babies program, prepare materials for local community outreach, and assist with monthly storytimes. Their data entry and operational support will directly streamline regional family engagement efforts as this branch grows.

AmeriCorps Volunteer Service Position Summary:

(2) Conducting outreach and securing resources in support of service activities that meet specific needs in the community. For our purposes, outreach means communication strategy - social media, newsletters (other than volunteer newsletters) and resources is defined as pre-approved revenue or in-kind resource generation.

- Preparing physical materials for, promoting, and assisting with program outreach events within the Forsyth County community.

(3) Helping build the infrastructure of the sponsoring organization, including:

- Developing new programs or services in a sponsoring organization seeking to expand; building capacity for families' Book Babies experience in years 4 and 5.
- Developing organizational systems to improve efficiency and effectiveness; supporting programmatic efforts to streamline the provision of books, materials, and family engagement resources.
- Supporting staff education by ensuring that digital program documents are organized and easily accessible for families to support active Book Babies visit engagement.

(4) Developing collaborative relationships with other organizations working to achieve similar goals in the community, such as:

- Community organizations, including faith-based organizations

(5) DIRECT SERVICE ACTIVITIES may include:

- Reading to children (Assist with, set up, and lead monthly community storytime events).
- Outreach to children at community sites alongside local agency partners in Forsyth County.
- Completing data entry as required to document services, including book provisions and special events.
- Reviewing collected program data for completeness and accuracy
- Tabling to share literacy resources and promote regional programming at community events.

Essential Functions: All basic duties that must be performed WITH or WITHOUT a reasonable accommodation.

- **Program Outreach and Material Prep:** Prepping, packaging, and sorting books and early literacy materials for monthly storytimes and regional community events.
- **Early Literacy Event Support:** Providing on-site assistance during monthly Forsyth storytimes and family engagement activities.
- **Data and Program Efficiency:** Documenting service provisions and event attendance in NewOrg, and actively auditing those files to improve the efficiency of local branch operations.

Marginal Functions (secondary job responsibilities) of the position. The Marginal Functions are those activities that are seldom or intermittently performed by the AmeriCorps Volunteer and/or are additional duties that are preferred:

- Intermittently connecting with the main Durham office via digital check-ins to ensure cross-branch operational alignment.

Required Qualifications:

- Citizenship or permanent residency status (Green card) required
- 17 years old or older required
- High School or GED equivalent required; College degree preferred
- Background checks: National Sex Offender check, state criminal check, FBI check required
- Available for a halftime schedule (22-25 hours per week) that includes some weekends for storytimes and outreach events

- Ability to provide own reliable transportation around Forsyth County to facilitate community outreach events
- High level of comfort working independently as a key physical representative of a growing branch office
- Proficient with data entry, data review, and digital platforms (specifically Google Suite and/or database management)
- Confident and comfortable using technology/software in everyday use
- Demonstrated creativity, flexibility, and comfort in working with diverse groups of people
- Eagerness to learn and share experiences, knowledge, and skills
- Attention to detail and problem-solving skills
- Able to lift and transport full boxes of books (up to 50 lbs) and remain stationary for several hours at a time
- Understanding of and dedication to the mission and culture of Book Harvest, which includes cultural competence, demonstrated commitment to social justice and youth literacy, and a commitment to active involvement in an anti-racist organizational culture

Preferred Qualifications:

- Deep familiarity with the Forsyth County/Winston-Salem community and its local resources.
- Interest or background in early childhood education, literacy, or library services
- Bilingual English/Spanish is highly desired to support regional family demographics.

Schedule:

- Some evenings and weekends (Specifically targeting monthly weekend storytime sessions)
- Typical schedule: 22-25 hours per week, coordinated across a daytime schedule, mostly Monday-Friday with occasional weekend or evening events.

Commitment Required and Benefits:

AmeriCorps Volunteers are expected to serve 11 months or through August 31st, whichever comes first, while also [reaching the minimum number of hours for your AmeriCorps Volunteer type](#). Half-time AmeriCorps Volunteers should expect to serve 22-25 hours per week (900 total) throughout the service year. These hours are based on an 11-month term. These ranges would increase if beginning service after October 1.

All AmeriCorps Volunteers receive a **monthly living allowance for up to 11 months of service**, with total compensation varying by service term. The **living allowance is only paid while an AmeriCorps Volunteer is actively serving**, and service must be completed no later than **August 31, 2027**.

- **Half-Time (HT):** \$1,454.54 per month, not to exceed \$16,000

All AmeriCorps Volunteers Receive:

- Disaster Preparedness Training
- Mental Health First Aid Certification
- Ongoing professional development opportunities

Segal AmeriCorps Education Award (awarded upon successful completion of service hours – not a cash payment, but a benefit that can be used for specific educational purposes):

- **HT:** \$3,697.50

Contact: For more information about this opportunity, please contact Maranatha Wall, mdw31@duke.edu.

The North Carolina LiteracyCorps and its partner agencies do not discriminate on the basis of race, color, religious creed, ancestry, union membership, age, sex, sexual orientation, national origin, disability, nor political affiliation.

Reasonable accommodation can be made for interviews and service activities.

Register your interest by completing the [NC LiteracyCorps Recruitment Intake Form](#).