

Duke University North Carolina LiteracyCorps Service Description



Position Title and Type: NCLC Volunteer Capacity Builder: Academic Support, Book Provisions & Volunteerism (2 Full-time & 2 Half-time roles)

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: Read and Feed, 171-10 High House Rd, Cary, NC 27511

Supervisor Name and Contact Information: Sherry Overton Shudra, sherry.shudra@readandfeed.org

Organization Mission and Overview: The mission of Read and Feed is to strengthen literacy skills among underserved elementary school children and provide meals in a nurturing neighborhood environment. Read and Feed serves Wake County students with academic support, healthy snacks and meals, as well as diverse books to build home libraries.

Read and Feed is a part of the Campaign for Grade Level Reading in Wake County and Wake Up and Read's collaborative. Our collective goal is for all children to read on grade level by the end of third grade. To accomplish this, we utilize an approach of targeted universalism, using broad strategies to promote literacy and information to children in Wake County and targeted strategies that focus on increasing access to literacy resources and supports among the community's most vulnerable children (e.g., students of color, those living in high poverty areas, and students speaking a language other than English in the home).

AmeriCorps Volunteer Impact: Members will increase the capacity of Read and Feed by increasing program efficiency, enabling expansion and increasing ability to sustain programs. Expected impact at Read and Feed includes:

Short term impact:

1. Increased efficiency and effectiveness through developing systems and structures that support improved communication, data informed decision making, and the ability to track collective actions and progress.
2. Increased sustainability of book provision and volunteer efforts.
3. Increased engagement and education of the broader community of the importance of early childhood literacy and awareness of root causes through volunteerism and book provisions.

Long term impact:

AmeriCorps Volunteer(s) will increase the capacity of Read and Feed by increasing program efficiency, enabling expansion, or increasing ability to sustain programs. Expected impact at Read and Feed includes:

1. Increased strategic alignment of program activities, resources and program quality across all site locations will improve outcomes measured by increases in the percentage of students reading on grade level by the end of 3rd grade and percentage of students with measurable improvement in foundational reading skills.
2. Increased ability to sustain book distribution programming across the Triangle will improve student book access and build home libraries for underserved K-5th grade student population.

AmeriCorps Volunteer Service Position Summary:

(1) Strengthening volunteer management and recruitment, including:

- Recruiting, training, and coordinating volunteers;
- Improving volunteer management system and practices;
- Organizing service days and other events in the community to increase citizen engagement;
- Promoting retention of volunteers by planning recognition events or providing ongoing support and follow-up to ensure that volunteers have a high-quality experience; and
- Assisting with reaching out to individuals and communities of different backgrounds when encouraging volunteering to ensure that a breadth of experiences and expertise is represented in service activities
- Producing materials that support enlisting, training, or coordinating volunteers;
- Helping the organization develop an effective online volunteer management system by creating engaging content

(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 are defined as pre-approved revenue or in-kind resource generation.

- Develop content for social media and newsletters that promotes in-kind drives for books, school supplies and healthy snacks/meals for our students and families
- Provide coordination to receive in-kind support items from community resources

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

- Streamline, align and where appropriate, integrate book provision and volunteer processes between site locations to increase access to high quality, diverse books for children and families across Wake County
- Develop county-wide maps and databases to track book distributions, programming, and literacy-based volunteer opportunities of Read and Feed
- Expand revenue-generating operations directly in support of book provisions
- Developing marketing and communication plans with staff as they developing new programs or services in an organization seeking to expand

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

- Community organizations, including faith-based organizations; Local government agencies; Institutions of higher education; and local education agencies or organizations

(5) DIRECT SERVICE ACTIVITIES may include:

- Direct academic support and instruction: One-on-one or small-group literacy-based academic support for children, in-person
- Volunteer coordination and support: Recruiting, training, coaching, and supervising volunteers involved in academic efforts
- Book provision activities in schools and community locations with volunteers
- Completing data entry as required to document and provide services
- Outreach to children at community sites alongside local agency partners
- Tabling to provide agency information or materials or sharing resources in the community

Essential Functions: All basic duties that must be performed WITH or WITHOUT a reasonable accommodation are included in the service description above and in the required section below.

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:

- Cultivate relationships and contribute to a collaborative workplace culture by attending regular staff meetings, volunteer activities, and team-wide learning and development opportunities.

Required Qualifications:

1. Citizenship or permanent residency status (Green card)
2. 17 years old or older
3. High School or GED equivalent required; College degree preferred.
4. Background checks: National Sex Offender check, state criminal check, FBI check
5. Able to lift and transport full boxes of books (up to 40 lbs) and remain stationary for several hours at a time
6. Must be an effective communicator, have excellent written, presentation, oral communications and interpersonal skills
7. Able to work in a fast-paced environment, make decisions and follow internal processes
8. Able to work well independently and in a team environment, handle multiple assignments and meet deadlines
9. Must be a creative and strategic thinker with good judgment and ability to make independent decisions in a changing environment
10. Attention to detail and problem-solving skills
11. Ability to manage time, deliverables and meet deadlines
12. Software Skills Desired – Working knowledge of both Google Suite and Microsoft Office products
13. Ability to provide own transportation
- 14. Ability to attend our out-of-school time program sites throughout Wake County, typically between 4-7:30 pm, and occasional weekend programming**

Preferred Qualifications:

- Bilingual, Spanish skills preferred
- Interest in *family services, social work, community engagement, literacy, early childhood education, nonprofit operations, and/or supply chain management*

Schedule:

Full-time

- Some evenings and weekends required
- Typical schedule: 40 hrs/week
 - At least 8.5 hours a day Monday-Friday

Half-time

- Some evenings & weekends required
- Typical schedule: 22-25 hrs/week; flexible daytime hours preferred
 - At least 5 hours a day if serving Monday-Friday, 6 hours/day if serving 4 out of 5 workdays

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](#). Full-time AmeriCorps Volunteers should expect to serve at minimum 40 hours per week (1700 total) and half-time AmeriCorps Volunteers 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**.

- **Full-Time (FT):** \$2,863.63 per month, not to exceed \$31,500
- **Half-Time (HT):** \$1,454.54 per month, not to exceed \$16,000

Additional Benefits for Full-Time AmeriCorps Volunteers:

- Up to \$175/month health insurance reimbursement (if coverage is needed to participate)
- Childcare assistance (available upon request, if applicable)

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):

- **FT:** \$7,395
- **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](#).