

**Program Specialist  
AmeriCorps Member  
POSITION DESCRIPTION**

**POSITION TITLE:** Program Specialist AmeriCorps Member

**NUMBER OF OPENINGS:** 6

**UPDATED:** 11-24-2021

**REPORTS TO:** PROGRAM DIRECTOR, PROGRAM ASSOCIATE, or PROGRAM COORDINATOR

**SERVICE PERIOD:** 30 hours a week between January 17, 2022 – July 31, 2022 (675 hours total) with possibility of renewal

**SCHEDULE:** M-F 8-3 or 10-5, with some nights and weekends.

**LOCATION:** BookSpring office at 2006 Greenbrook Parkway, Austin, TX 78723, also remote and at additional locations in Central Texas.

### **ABOUT BOOKSPRING**

BookSpring, a nonprofit serving Central Texas, creates systemic change by transforming communities into a wealth of opportunities for families to move their children successfully along the continuum of literacy development. BookSpring programs reach low-literacy families at the very earliest point in their child's development, coaching them to optimize the critical early months and years of brain development, and to make reading aloud an integral part of family activities so that children grow up with books and a love of reading. Families find support, encouragement, and resources to build a strong foundation for language and literacy acquisition. Please visit our website at [www.bookspring.org](http://www.bookspring.org) to learn more.

**POSITION OVERVIEW:** This full-time position will require work across BookSpring's Continuum of Literacy programs (Rx, Ed, and Go) to enable children to increase the number of books at home and frequency of reading behaviors. It's an entry level position in a thriving non-profit that is very engaged through a network of other non-profits. Friendly and outgoing people who enjoy interacting with families and children and who are looking for meaningful experiences supporting others will thrive in this role. There are both physical and digital components to the work, so you'll be lifting boxes as well as crunching spreadsheets. While no prior experience is necessary, a love of books and reading culture in English and Spanish or other languages is helpful!

#### **Responsibilities:**

- Assure that BookSpring's literacy programs are executed with respect, quality, and effectiveness.
- Be an ambassador for reading at home as a family.
- Maintain good relationships with partner organizations and seek ways to leverage resources for the benefits of our shared beneficiaries.
- Work as part of a team and exhibit respectful, collaborative, and supportive relationships.

#### **Essential Functions:**

- Create and conduct thematic and academically aligned motivational reading activities for approximately 5 on site events at schools and online using a variety of kits and digital resources.
- Read specially selected children's books aloud to small groups of children in a variety of settings, including in person and remotely in live and recorded video to support at home reading.
- Facilitate and present parent weekly training workshops in childcare settings and through videoconferencing.
- Coordinate book distribution program facilitation on site and through custom selected shipped packages directly into homes.
- Conduct site visits of clinics, schools, and community centers using a rubric to report back on program quality.

- Attend required AmeriCorps trainings and fulfill the requirements of AmeriCorps service.
- Deliver books and instructional materials to program participants.
- Attend professional development sessions through AmeriCorps and BookSpring.

**Non - Essential Functions:**

- Collect program assessment data and process as directed.
- Work with and organize community volunteers.
- Create schedules and work within deadlines.
- Create reading reminder messages for mailings, web, and text messages.
- Sort, label, pack, and distribute books and materials to partners.
- Search, find, and download open access creative common books for online distribution.
- Create, record, and curate open content for digital media, including video, graphics, and writing.

**Requirements:**

- Must be a U.S. Citizen
- Must be at least 18 years of age
- Must wear AmeriCorps logo daily (t-shirts and lanyards provided)
- Must pass AmeriCorps background checks
- Punctual, reliable, and cooperative
- Excellent oral and written communication skills
- Able to lift boxes weighing over 40 lbs.
- Comfortable in many different work settings
- Able to work without immediate supervision
- Culturally sensitive and committed to equity
- Believe in the positive value of books and stories for children

**Ideal Candidate:**

The Program Specialist AmeriCorps Member should embrace a passion for children's literacy and a love of children's books. The position requires someone who is highly organized, productive, flexible and a strong multi-tasker. The Program Specialist AmeriCorps Member should have reliable transportation to and from work and have strong computer skills and proficiency with social media. It will be helpful if the candidates have a college degree relating to K-5 education, early childhood education, or second language acquisition, with experience in these areas, although a high school degree or GED with some practical experience with children and families is acceptable. Valid Driver's License and access to own vehicle are helpful. Fluency in Spanish is strongly preferred.

**Emergency Response Requirement:**

In the event of a local, state, or federal disaster declaration, AmeriCorps members may be asked on a volunteer basis or be required by OneStar to activate to assist in disaster response and recovery activities within their communities. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the member's standard service hours or in place of their standard service duties. In the event of a large-scale, high needs local, state, or federal disaster, AmeriCorps members may voluntarily or be required by OneStar to deploy to an area outside of their service area to assist in disaster response and recovery activities.

**Equal Opportunity and Commitment to Diversity, Equity, and Inclusion**

BookSpring is committed to a diverse, equitable, and inclusive workforce and to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex,



age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state or local law. Each person is evaluated on the basis of personal skill and merit. BookSpring's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs.

**Compensation:**

This is an AmeriCorps position and members are not considered employees. Members will receive a living allowance of \$636.50 biweekly and are eligible for a Segal Education Award in the amount of \$2,417.14 upon successful completion of the term. These funds can be applied to post-secondary or college expenses for up to 7 years after completion of service.

**HOW TO APPLY**

Please complete the application at <https://americorps.equalheart.org/hiring.html>. Applications will be reviewed as received.