



book harvest

Parent Leader Job Description

Title: Parent Leader (Two positions)

Level: Part-time; office and community-based; remote work is not possible

Salary: \$17.00 per hour, 10 hours a week for one year

Contact: Email parentleader@bookharvest.org; no phone calls.

Requirements: [Application](#) OR resume and contact information of two references.

Priority Deadline: December 9, 2021

As with all Book Harvest positions, we strongly encourage applications from candidates who identify as Black, Indigenous, or People of Color; people with lived experience of poverty or homelessness; LGBTQIA applicants; and people with disabilities.

Job Description

Book Harvest is hiring two part-time Parent Leaders. The Parent Leader will engage primarily with parents/caregivers in community spaces on a weekly basis, helping us build a strong and supportive parent network. The Parent Leader will host formal and informal gatherings with other parents and regularly stock Book Harvest's outdoor Book Boxes.

This is a temporary position which requires ten hours a week for one year. At the end of the year, there may be other positions available within the organization, but this is not a guarantee. The Parent Leader reports to the Learning Partnerships Manager and also works closely with the Book Bank Manager, Community Engagement Specialist, and Program Director. This position is expected to work in our office, located at 2501 University Drive, when not participating in events throughout the community.

Responsibilities

The Parent Leader's responsibilities include, but are not limited to, the following activities:

Host events and build the Parent-to-Parent Network

- Identify sites in the community that parents frequent, such as grocery stores, laundromats, and barber shops, and cultivate relationships with potential host sites
- Schedule time at identified host sites to represent Book Harvest and to safely provide books and literacy resources to parents/caregivers. Host two to three of these book provision events per week for 50 weeks.
- Coordinate with Book Bank team and volunteers to ensure all necessary materials are available prior to each Parent-to-Parent Network event and restock materials as needed
- Transport books and materials to and from events. Set up and break down displays at events.
- Engage parents, acquire contact information as appropriate, and create connections, building the Parent-to-Parent Network
- Connect with existing parent network groups for resource and information sharing
- Coordinate and host formal and informal gatherings of parents, as deemed appropriate

Support the Book Boxes initiative

- Identify potential locations and parent hosts for Book Harvest's outdoor Book Boxes
- Stock three to four Book Boxes in the community, weekly, or as needed

Assist with evaluation and other responsibilities

- Gather information formally through surveys and informally to evaluate the effectiveness of both initiatives and report findings to Book Harvest team
- Make recommendations to Book Harvest for future Parent-to-Parent Network events
- Regularly update supervisor, attend weekly roundup meeting, and other organization meetings as needed

Qualifications / Characteristics:

The ideal candidate has:

- A deep commitment to Book Harvest's mission, vision, and core values
- Exceedingly strong people skills; an abundance of empathy and respect
- Ability to communicate respectfully with a wide range of individuals from a diverse community
- Problem-solving abilities that adapt to a variety of situations; a can-do attitude
- Experience creating connections and building bridges within and across communities
- A demonstrated commitment to social justice and youth literacy
- An ability to cultivate relationships and develop trust with a wide variety of stakeholders
- Cultural competence and sensitivity
- A willingness to work evenings and weekend days when needed
- Bilingual English/Spanish required for one of the two openings for this position
- Valid driver's license and the ability to provide own transportation to fulfill job responsibilities
- Must be able to bend, lift and carry full boxes of books (up to 65 lbs) and stand for extended periods

Organization Overview

Founded in 2011 and based in Durham, North Carolina, **Book Harvest** (www.bookharvest.org) is a nonprofit organization that provides books to children and engages families and communities in promoting children's literacy and a lifelong love of reading. Book Harvest believes that books are essential to children's healthy development and well-being, that all children deserve to grow up in book-rich homes, and that all parents deserve access to the literacy resources and information that will enable them to be their children's first and best teachers and brain builders.

To progress as a community organization and change the education landscape in positive ways, we at Book Harvest believe it is our responsibility to be actively anti-racist, and we are dedicated to continuing the fight against racism in our society so that every child has the opportunity to reach their full potential.

To date, Book Harvest has provided more than 1,640,000 books and a wide array of literacy supports to children and families. Durham, North Carolina is our learning lab, and we are committed to the replication and expansion of our work throughout North Carolina and across our country.

Book Harvest is committed to protecting children through its child safeguarding policies. All staff are subjected to criminal background checks and are held to high standards of child protection.