

**W&M Civic & Community Engagement AmeriCorps  
Head Start Literacy Content Lead & Mentor  
(1 needed)  
Williamsburg, VA**

**Service Position:** AmeriCorps Head Start Literacy Content Lead & Mentor

**Employment Category:** Salaried Part-Time Professional

**Service Location(s):** Various Sites  
Williamsburg-James City County Head Start (James River Elementary, Norge Elementary, Poplar Creek Center)  
York County Head Start (Griffin Yeates Building)

**Department:** 2D5000 Civic & Community Engagement

**Unit Mission Statement:** Together with members of William & Mary and our broader communities, we cultivate equitable and transformational relationships, and provide programming and resources for students to become lifelong community-centered leaders.

**Service Position Summary:** The Head Start Literacy Content Lead provides content guidance and support to Head Start Mentors, including working with W&M School of Education faculty to ensure fidelity to the program model and evidence-based practices as well as coordination with Site Supervisors. Their guidance in the classroom and support outside of the classroom allows Head Start Mentors to have full support and gain confidence in their skills and abilities to help Head Start children achieve success in literacy. They are directly responsible for delivering high-impact literacy and tutoring during the traditional school day, engaging in prosocial activities during aftercare, and participating in occasional family programming on weekends and evenings.

**Immediate Supervisor & Contact Information:** Debbie Ramer (Literacy Support)

**Member Impact:** The Head Start Literacy Content Lead & Mentor will develop the literacy skills of three-, four- and five-year-olds in partnership with their families. They will deliver high-impact literacy, tutoring, and prosocial activities during the traditional school day or aftercare hours. In addition, Head Start Mentors also support occasional family engagement activities.

**Responsibilities include:**

**Direct Programming 45%**

- Participate in three weekly sessions as a mentor and tutor during the traditional school day (to include after-care) each week
  - Provide culturally responsive literacy support in small group instruction
  - Complete assigned training on curricula and the developmental needs of young children and their families during the early childhood years
  - Implement session plans for each assigned child
  - Continually assess and adapt daily plans and overall progress to ensure each child's target outcomes are met
  - Create engaging, physically, emotionally safe, and inclusive environments to encourage play, exploration, and learning across developmental domains
  - Create environments and experiences to value, affirm, and respect diverse needs, abilities, experiences, and backgrounds
  - Record notes on all sessions with assigned children
  - Utilize group management strategies based on theories of child development
  - Assist Mentors by troubleshooting issues that arise during programming
  - Assist in centers and outside gross motor development

#### **Administration, Preparation & Support 35%**

- Work with W&M faculty and staff to develop and deliver high-quality programming in literacy
- Prepare curriculum with W&M School of Education faculty for use in Head Start classrooms by AmeriCorps mentors
- Participate in bi-weekly reflection and monthly coaching sessions
- Participate in four family engagement events in evenings or on weekends
- Plan and participate in Martin Luther King, Jr. Day of Service on January 20, 2025
- Driving a W&M van or personal vehicle to and from service site(s)

#### **Training 20%**

- Complete year-long training plan which includes assigned training on curricula and the developmental needs of youth and their families, up to 60 hours

#### **Qualifications:**

##### *Required:*

- Citizenship or permanent residency status (Green Card)
- High school graduate or GED certification
- 17 years of age or older
- Pass the Criminal History Check

##### *Preferred:*

- Experience or interest in working with young people
- Bachelor's degree or 1 year of work experience in education or English
- Driver's License

#### **Commitment Required:**

Member will serve at the Minimum Time level (300 hours at approximately 10 hours per week) during the academic year (September through May).

- Three weekly mentoring shifts between 9 am - noon, M-F for 24 weeks of programming throughout the academic year
- Bi-weekly reflection and monthly coaching sessions
- Four family engagement events (aftercare hours, evening, or and weekend)
- Complete training plan which includes onboarding on periodic training throughout the service term, up to 60 hours.
- Participate in Martin Luther King, Jr. Day of Service on January 20, 2025

**Education Award Amount:**

Estimated, based on 2023-24 *Minimum Time*: \$1,565.08

Living allowance: \$4,050

**Benefits:**

All members have access to fitness facilities on campus. Staff members also have access to the university libraries, and much more. See [HR's Other Benefits & Discounts](#). Benefits subject to change.

In addition, the AmeriCorps program will include the following opportunities:

- Leadership development
- Development of specific education and youth development skills, of particular interest to those pursuing careers in education and psychology
- Monthly coaching for personal & professional growth
- Career development workshops on translating their AmeriCorps experience into future success
- Professional networking opportunities

**W&M's statement on background checks:** William & Mary is committed to providing a safe campus community. W&M conducts background investigations for applicants being considered for employment. In addition, AmeriCorps has its own requirements. Between both, the following will be included in background investigations:

- Reference checks
- State criminal history check, which may include out-of-state state checks
- National Sex Offender public website
- FBI fingerprint-based check
- When appropriate, a financial (credit) in compliance with the Fair Credit Reporting Act (FCRA) and report or driving history check.

**W&M's EEO Statement:**

William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.

*For additional information contact Joy Jackson in Civic & Community Engagement at William & Mary at [joy@wm.edu](mailto:joy@wm.edu) or 757-221-2738.*