



**CHARLESTOWN HIGH SCHOOL**  
**BOSTON PUBLIC SCHOOLS**  
**AMERICORPS MASSACHUSETTS PROMISE FELLOW**

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AmeriCorps Massachusetts Promise Fellows deliver the resources young people need to be successful in life by creating, managing, and leading meaningful out-of-school time programs for youth in grades 6-12. Fellow projects focus on mentoring, social and emotional learning, college and career readiness, academic enrichment, and community service-learning.

**The Massachusetts Promise Fellowship** achieves this by placing AmeriCorps Fellows with schools, non-profit organizations and state/local government agencies that focus on fulfilling the needs of our youth by providing: *a caring adult, a safe place, a healthy start, a marketable skill, and an opportunity to give back.*

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**SERVICE DESCRIPTION**

**BOSTON-**The Massachusetts Promise Fellow at Charlestown High School will serve as an Academic Coach for a select group of 20 students in 9<sup>th</sup> and 10<sup>th</sup> grade who need sustained academic support. The Fellow will build relationships and work one-on-one with students during the school day, and then coordinate after-school programming focused around scholastic engagement, academic skill-building, and tutoring. The Fellow will work with a team of teachers, maintain weekly contact with these students' families, and track students' academic progress throughout the school year – with the ultimate goal of creating academically rigorous, meaningful, and fun learning experiences for students.

**ESSENTIAL RESPONSIBILITIES**

- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12 month commitment
- Serve at Charlestown High School (Boston Public Schools) for the entire 2017-2018 School Year
- Recruit 15 to 20 students in 9<sup>th</sup> or 10<sup>th</sup> grade to work with as an Academic Coach
- Work with students in small groups and one-on-one during the school day
- Coordinate 6-8 hours weekly of after-school programming for these students
- Maintain weekly contact with students' families
- Track students' academic progress throughout the school year
- Report on students' academic progress on an at least bi-weekly basis
- Coordinate after-school programming and academic skill-building work with a team of teachers
- Lead field trips and other fun extracurricular activities for this group of students
- Meet at least once a week with Site Supervisor

**QUALIFICATIONS**

- Excellent organizational and communication skills
- Interest in and commitment to national and community service
- Experience working with youth
- Strong critical thinking and problem solving skills
- Ability to prioritize tasks and maintain progress on short and long-term goals

**Massachusetts Promise Fellowship**  
Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115  
masspromisefellows@neu.edu ♦ www.masspromisefellows.org

- Cultural competency working with students from all over the city of Boston
- Commitment to creating an environment where all students can succeed
- Skilled at high school level Algebra and Geometry and at written and verbal English language text analysis
- 17 years of age or older
- High school diploma or GED equivalent
- Associate's or Bachelor's Degree preferred
- Must be a US Citizen, US National or Permanent Resident Alien
- Must be willing to undergo a National Service Criminal History Check, including screenings through the National Sex Offender Public Website, a name-based search of the statewide criminal history registry both in Massachusetts and your state of residence upon application to our program (if not Massachusetts), and a fingerprint based FBI check. \*Eligibility to participate in MPF is contingent on the results of this screening

#### FELLOW SCHEDULE

MONDAY - FRIDAY, 8:00 AM-4:00 PM

WORKING WITH STUDENTS AND STAFF DURING THE SCHOOL DAY FROM 8:00 TO 2:00 PM

RUNNING AN AFTER-SCHOOL PROGRAMMING FOR 15-20 STUDENTS FROM 2:00 TO 4:00 PM

SUPERVISOR NAME: AMY KOEHLER ([AKOEHLER@BOSTONPUBLICSCHOOLS.ORG](mailto:AKOEHLER@BOSTONPUBLICSCHOOLS.ORG))

FOR QUESTIONS REGARDING THIS POSITION, PLEASE CONTACT ALEX KALAMAROFF AT [AKALAMAROFF@BOSTONPUBLICSCHOOLS.ORG](mailto:AKALAMAROFF@BOSTONPUBLICSCHOOLS.ORG)

#### BENEFITS

For a one year full-time commitment and 1700 hours of AmeriCorps service Fellows receive:

A taxable living allowance of \$14,500/year ♦ Excellent training opportunities ♦ FREE courses at Northeastern University in the College of Professional Studies & discounted courses upon successfully completing the service year ♦ Loan forbearance and a \$5,815 educational award ♦ Monthly travel allowance ♦ Career coaching and support ♦ Healthcare benefits

#### CONTACT INFORMATION

**Apply ASAP!** Applicants are hired on a rolling basis.

Visit <https://www.surveymonkey.com/r/mpfgeneralapp2017> to complete a general application **and send a letter of interest, resume and contact info for two references ASAP and before June 30<sup>th</sup>, 2017** to Alex Kalamaroff at [akalamaroff@bostonpublicschools.org](mailto:akalamaroff@bostonpublicschools.org) - or call Charlestown High School, between the hours of 7AM – 2 PM at (617) 635-9914 and ask to speak to Alex Kalamaroff for more details about this position.

#### MORE INFO

- Interviews will take place during May and June of 2017 and reasonable accommodations will be made available for interviews upon request.
- Selection decisions will be made on or before July 16<sup>th</sup>, 2017. **All position offers will be provisional until 2017-2018 federal funding has been confirmed.**
- Program start date is August 8<sup>th</sup>, 2017
- More information about Charlestown High School and the youth program can be found at [www.charlestownhs.org](http://www.charlestownhs.org)
- **Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for detailed program information**

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The Massachusetts Promise Fellowship is committed to providing equal opportunities. We serve and partner with diverse organizations, and are dedicated to non-discrimination. It is our policy to ensure that all individuals with whom we are in contact are treated equally without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation or expression, or veteran status. We require that all our partners make reasonable accommodations for interviews and service for any and all individuals with a permanent or temporary

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disability. We actively partner with organizations representing minority concerns and interests to build high-performing teams that mirror the communities we serve.

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Northeastern University  
College of Professional Studies

