



EAST END HOUSE AMERICORPS MASSACHUSETTS PROMISE FELLOW

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.*

SERVICE DESCRIPTION The East End House 2017-18 AmeriCorps Massachusetts Promise Fellow (MPF) will serve in the Middle School After School Program (MSP), which is located off site at the Putnam Avenue Upper School. S/he will focus on volunteer recruitment, training and management for Power Hour, the portion of the program during which students complete homework and/or engage in other academic activities. S/he will leverage volunteer contributions to increase student focus and motivation, and improve student academic outcomes. S/he will also serve as a liaison to teachers and develop a system for collecting and organizing daily homework assignments, monitoring student progress, and working collaboratively with volunteer tutors, teachers, and families to help students set and reach academic goals. The MPF will also participate, along with other group leaders, in developing curricula and facilitating enrichment workshops for the second part of the daily program.

CITY-Cambridge, MA

ESSENTIAL RESPONSIBILITIES

- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12 month commitment
- Serve as a Group Leader/Volunteer Coordinator in the Middle School After-School program 5 days/week
- Coordinate with EEH Community Programs Department to recruit and manage volunteer tutors for MSP
- Manage a system to collect daily homework assignments, projects, and test schedules
- Maintain "caseload" of 15-20 students on whom s/he will focus volunteer efforts/academic intervention.
- Develop and lead enrichment workshops, either independently or in collaboration with other team members
- Support Putnam Avenue Upper School teachers in their classrooms for 1-2 blocks/day, several days/week.
- Lead and support programming and field trips during school vacation weeks and the 2017 summer program when there is full day programming. (*Please note: there may also be an opportunity to work in the 2017 summer program (starting in mid-late June) and then transition into the Mass Promise Fellow role in August 2017.*)

QUALIFICATIONS

- Excellent organizational, communication, critical thinking and problem-solving skills
- Interest in and commitment to national and community service

Massachusetts Promise Fellowship

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

- Ability to prioritize tasks and maintain progress on short and long-term goals
- Experience working with diverse youth in an out of school time setting preferred
- Experience in teaching or tutoring preferred
- Experience/skill in effective classroom/behavior management preferred
- Ability to work occasional evenings/weekends
- 17 years of age or older
- High school diploma or GED equivalent; 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

M-F, 10-6

SUPERVISOR NAME: LIZ BARNES (LIZ@EASTENDHOUSE.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 30th, 2017** to Liz Barnes, Interim Middle School Director, liz@eastendhouse.org

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 16th, 2017. **All position offers will be provisional until 2017-2018 federal funding has been confirmed.**
- Program start date is August 8th, 2017
- More information about East End House and the youth program can be found at www.eastendhouse.org
- **Visit www.masspromisefellows.org for detailed program information**

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 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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