



ST. STEPHEN'S YOUTH PROGRAMS 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 (BOSTON): The JCIT Coordinator will create program activities and provide the individual and group supports that will help eighth and ninth graders build essential leadership skills, prepare them to succeed in high school, imagine themselves (and take action) as civic activists, and get them ready for college and future employment. The Fellow will lead SSYP's efforts to ensure that all eighth and ninth graders have access to age- and developmentally- appropriate programs that develop academic, professional, and organizational skills and build the hope and imagination that will lead to full and successful lives. By visiting college campuses for cultural events, participating in hands-on career opportunities, building mentoring relationships with teens who are in the process of applying to college and other real-world experiences, and taking action as leaders within our programs and in surrounding neighborhoods, our JCITs will gain the skills and confidence to succeed as they take next steps toward high school and beyond. The heart of this project will be the leadership, academic, and professional development for a specific group of twenty-five eighth and ninth graders (fifty in the summer).

The JCIT Coordinator will serve on the teen team and will offer support and supervision for the twelve Counselors-in-Training who work at B-READY's St. Augustine & St. Martin Lower Roxbury Site. The JCIT Coordinator will coach them on their professional skills, offer social and emotional support (or make needed referrals), and engage academic support and tutors appropriate.

Essential Responsibilities

- Develop and support the academic skills of eighth and ninth graders through
 - Group academic time, including overseeing academic nights several times a week
 - Individual academic time, including one-on-one tutoring of students
 - Recruitment of additional tutors who will support specific students in particular subjects
- Increase the leadership skills of eighth and ninth graders through
 - Group trainings that would offer a combination of hard skills—such as speaking in public and preparing for a job or school interview—with the interpersonal skills needed for success—presenting oneself with authority and professionalism and managing fears of failure (or success) so these do not create a block to achievement.
 - Individual coaching of students to develop their abilities and confidence as leaders
- Create imagination-building opportunities for eighth and ninth graders through

- group field trips, for example traveling to a hospital or community health clinic to learn about medical professions
 - hands-on practice of understanding one's interests and aptitudes, including workshops to identify talents and building up a "portfolio" of experiences (such as community service opportunities) that would be fodder for college essays.
- Direct supervision of the eighth and ninth graders in the JCIT Program during our school-year and summer program hours.
- Relationship building and program planning with key groups and individuals who can support JCITs success, including
 - outside experts from City School, college admissions offices, Youth Advocacy Department, and other organizations to conduct trainings
 - key people from partner organizations and other groups who can speak on career panels about particular fields
 - college staff who can plan campus visits for middle schoolers to experience a range of activities (sporting events, arts performances)
 - high school teachers and guidance counselors of JCITs to improve academic success and college access.
- Evaluate and measure the success of the JCIT Program by using existing tools to show how our cohort of ninth graders compares to BPS benchmarks for grade advancement, school attendance, and academic performance and with other tools (such as PEAR) to measure leadership skills, social development, and civic engagement.
- Administrative support for the JCIT Program through keeping track of attendance, progress in school, reporting to funders, and other essential information gathering.
- Support for the over Teen Programs with particular focus on the development of professional skills of the 12 Counselors-in-Training who serve at B-READY's Lower Roxbury site.
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12 month commitment

Qualifications

- Excellent organizational and communication skills
- Interest in and commitment to national and community service
- Experience working with and love of youth, especially urban youth
- Strong critical thinking and problem solving skills
- Ability to manage multiple projects simultaneously, to prioritize tasks, and to maintain progress on short and long-term goals
- Flexibility, resilience, sense of humor, and "can-do" attitude essential
- Spanish language skills helpful
- 21 years of age or older
- High school diploma or GED equivalent
- 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, W, F 10:00 am – 7:00 pm
TU, THU 11:00 – 8:00 pm
Occasional weekend or earlier morning responsibilities
Supervisor: Kasey Boston

BENEFITS

For a one year full-time commitment and 1700 hours of AmeriCorps service Fellows receive:
A taxable living allowance of \$14,500/year φ Excellent training opportunities φ FREE courses at Northeastern University in the College of Professional Studies & discounted courses upon successfully completing the service year φ Loan forbearance and a \$5,815 educational award φ Monthly travel allowance φ Career coaching and support φ 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 Kasey Boston at jobs@ssypboston.org with "MPF JCIT COORDINATOR" in subject line.

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 St. Stephen's Youth Programs and the youth program can be found at www.ssypboston.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.