



## ST. STEPHEN'S YOUTH PROGRAMS 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 YLC Coordinator will oversee the YLC Programs of SSYP. This will include direct, day-to-day work with 40+ sixth and seventh graders, including oversight of the two adult lead counselors and ten teen Counselors-in-Training who will be working with them. The Fellow will lead SSYP's efforts to ensure that all middle schoolers, grades sixth through eighth, have access to age and developmentally appropriate programs that develop academic and organizational skills and build the hope and imagination that will lead to full and successful lives. This will include creating program activities and engaging outside trainers and workshop leaders that will help middle schoolers build essential skills, prepare them to succeed in school, imagine themselves (and take action) as civic leaders, and get them ready for college and future employment. It will also include offering social and emotional supports for middle schoolers or offering appropriate referrals. 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, gaining life skills, building coping techniques, and taking action as leaders within our programs and in surrounding neighborhoods, our middle-schoolers 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 oversight of the leadership development and academic support for a specific group of forty middle-schoolers.

### ESSENTIAL RESPONSIBILITIES

- Oversee the adults, teens and youth of the B-READY YLC middle school program
  - Support and coach adult two lead counselors who work with groups of 15-17 middle schoolers
  - Assist in the management of ten teenage Counselors-in-Training who work with YLC
  - Care for and develop the academic, leadership, and life skills of 40 sixth and seventh graders
- Develop the academic skills of middle schoolers 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 middle schoolers 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 middle schoolers 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 and community service opportunities.
- Plan program by establishing relationships that will support the success of YLC students, 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)
  - middle school teachers and guidance counselors of YLC students to improve current academic success and future college access.
- Evaluate and measure the success of the YLC Program by using existing tools to show how our cohort of middle schoolers 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 YLC Program through keeping track of attendance, progress in school, reporting to funders, and other essential information gathering.
- 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-F, 11:00 am – 8:00 pm, occasional weekend or earlier morning responsibilities

SUPERVISOR NAME: KASEY BOSTON, [KASEY@SSYPBOSTON.ORG](mailto:KASEY@SSYPBOSTON.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 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 May 19<sup>th</sup>, 2017** to Kasey Boston at [jobs@ssypboston.org](mailto:jobs@ssypboston.org) with "MPF YLC 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 16<sup>th</sup>, 2017. **All position offers will be provisional until 2017-2018 federal funding has been confirmed.**
- Program start date is August 9<sup>th</sup>, 2017
- More information about St. Stephen's Youth Programs and the youth program can be found at [www.ssypboston.org](http://www.ssypboston.org)
- **Visit [www.masspromisefellows.org](http://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.