



## TUTORING PLUS OF CAMBRIDGE 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

**CAMBRIDGE – Tutoring Plus** is a local nonprofit that has served the youth of the Port neighborhood with free tutoring, mentoring and enrichment programs since 1964. The Middle School Program Fellow will serve as Site Manager for tutoring and mentoring programs for 18-25 middle school (6-8<sup>th</sup> grade) students throughout the academic year (October-June). In this role, the Fellow will facilitate social-emotional learning activities and support student-volunteer matches during tutoring sessions. The Fellow will support all middle school programs and seek to strengthen our engagement with middle school youth.

### ESSENTIAL RESPONSIBILITIES

- Manage the middle school 1:1 tutoring and mentoring center (2 nights/week)
- Provide a safe, structured and supportive environment for both students and volunteers
- Build positive relationships within the community, organization and program
- Develop and facilitate social-emotional learning activities
- Support student-volunteer matches during tutoring sessions and identify additional resources as needed
- Manage part-time work study staff
- Serve as liaison to the middle school to help provide holistic student support
- Manage program data entry
- Support all middle school programs including all subject and gender specific programs
- Create mechanism/process for sharing and implementing best practices across all middle school programs
- Actively participate in evaluation processes and contribute to continuous program improvement
- Participate in Cambridge-wide youth serving community meetings and professional development opportunities
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 12 month commitment

### QUALIFICATIONS

- Experience working with middle school youth
- Experience working with diverse constituencies; second language is a plus
- Excellent organizational and communication skills

#### Massachusetts Promise Fellowship

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

- Strong critical thinking and problem solving skills
- Ability to prioritize tasks and maintain progress on short and long term goals
- Ability to work both independently and as part of a team
- Interest in and commitment to social justice as well as national and community service
- Professional manner and working style
- 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

Typical schedule is Mondays-Thursdays from 10:00am-7:30pm; Fridays flexible hours

SUPERVISOR NAME: MINH NGUYEN – [NGUYEN@TUTORINGPLUS.ORG](mailto:NGUYEN@TUTORINGPLUS.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 Minh Nguyen at [nguyen@tutoringplus.org](mailto:nguyen@tutoringplus.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 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 Tutoring Plus and our youth program can be found at [www.tutoringplus.org](http://www.tutoringplus.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 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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