



Massachusetts Promise Fellowship

BOSTON CHILDREN'S MUSEUM COUNTDOWN TO KINDERGARTEN FELLOW

Massachusetts Promise Fellows deliver the resources that young people need to be successful in life by **mobilizing** and **organizing** community activity, **creating** and **leading** powerful initiatives, and **training** and **inspiring** citizen volunteers.

The **Massachusetts Promise Fellowship** achieves this by placing Fellows with 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 Children's Museum (BCM) exists to help children understand and enjoy the world in which they live. Our vision for children is that we want all children to grow up as creative, curious learners who live healthy lives in healthy communities. We want all children to be ready for school and ready to succeed as active, global citizens. To achieve this vision, BCM translates research into action; develops innovative, replicable hands-on learning resources for all children and parents, particularly the most vulnerable children and families of Greater Boston; and creates the most welcoming, empowering and playful environments that bring together the full diversity of our community. The Fellow at BCM will work on the Countdown to Kindergarten school readiness program and will develop the critical infrastructure necessary to deliver high-quality outreach and volunteer recruitment. Countdown to Kindergarten is a core element of the Thrive in Five program and is devoted to helping Boston preschoolers and their families make a successful transition to kindergarten through the dissemination of information and hands-on activities.

SPECIFIC RESPONSIBILITIES

- Manage logistics and PR for the school readiness play
- Coordinate and plan family nights with school readiness themes to be held at BCM
- Coordinate the tour logistics of the play to Boston neighborhoods
- Identify partner organizations and performance spaces
- Develop and deliver programming associated with the play performances
- Create and maintain database of resource providers
- Identify and develop volunteer relationships for BCM
- Travel at least once/month for Fellowship meetings, retreats, and training

QUALIFICATIONS

- BA/BS preferred
- Knowledge of current research and national trends in school readiness issues

Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 212 CP ♦ Boston, MA 02115

Phone: 617-373-7881 ♦ Fax: 617-373-5608

k.redepenning@neu.edu ♦ www.masspromisefellows.org

Northeastern University
College of Professional Studies



- Ability to conceptualize, develop and implement short- and long-range program plans
- Excellent communication skills - both oral and written
- Excellent interpersonal and leadership skills with the ability to interact effectively with a variety of people from different backgrounds and cultures
- Ability to prioritize multiple demands and deadlines in a fast-paced environment
- The ability to work independently and as part of a team
- Ability to manage and motivate staff and knowledge of customer service principles
- Must be self-directed, highly organized, creative problem-solver with excellent follow-through
- An interest in national and community service
- Experience working with youth
- Bilingual Spanish or Chinese preferred
- US Citizen, US National or Permanent Resident Alien

BENEFITS

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

A taxable living allowance of \$269/week ♦ Comprehensive health care benefits ♦

Excellent training opportunities ♦ FREE courses at Northeastern University in the College of Professional Studies ♦

Loan forbearance and a \$4,725 educational award

CONTACT INFORMATION

Apply ASAP! Applicants are hired on a rolling basis. Send a letter of interest, resume and contact info for three references **ASAP and before May 22nd, 2009** preferably electronically to:

Kathy Willis

Boston Children's Museum

300 Congress Street

Boston, MA 02210

Fax: 617-423-3213

Email: jobs@bostonchildrensmuseum.org www.bostonchildrensmuseum.org

MORE INFO

- Interviews will take place in April and May of 2009
- Hiring decisions will be made on or before June 22nd, 2009
- Program start date is August 2009
- **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 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 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.

Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 212 CP ♦ Boston, MA 02115

Phone: 617-373-7881 ♦ Fax: 617-373-5608

k.redepenning@neu.edu ♦ www.masspromisefellows.org

Northeastern University
College of Professional Studies

