



AmeriCorps Massachusetts Promise Fellow Service Site: Greenfield Commonwealth Virtual School

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 college and career exploration and/or academic enrichment.

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.*

Greenfield Commonwealth Virtual School Service Description: GCVS' focus area for the Fellow are the creation and oversight of after school Academic Enrichment programming at the high school. Fellow will help students complete and manage assignments, teach effective study skills, strengthen language skills, prepare for MCAS, and provide recreational activities for students to build positive relationships with the Fellow and school.

Essential Responsibilities:

- Participate in Multi-Tiered System of Supports process to identify 9th grade students struggling in quarter 1
- Track student attendance in afterschool program
- Communicate regularly with teachers and families about students' assignments
- Tutor and coach students to complete and hand in assignments
- Communicate with families to support and celebrate students
- Collect data on students' progress from a baseline survey to end of program survey
- Work with academic support teachers during the day to assist students in classes with daytime study skills
- Build positive relationships with students and staff
- Learn to use Multi-Tiered System of Supports identification process as well as Learning Management Systems and virtual learning applications
- Complete program evaluation requirements including but not limited to preparing monthly reports, a youth attendance tracker, and time sheets
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the state

Qualifications:

- Experience working with high school students
- Knowledge of high school curriculum, mainly English and math
- Ability to effectively manage time

Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115

masspromisefellows@northeastern.edu ♦ www.masspromisefellows.org

- Work and communicate professionally with GCVS staff
- 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:

- Monday-Friday, 9:30am-5:30pm

Fellow Service Location: 238 Main Street Third Floor, Greenfield, MA 01301

Site Contact Name: Jodi Drury **Site Contact Email:** jdrury@gcvs.org

Benefits

For an eleven month, full-time commitment and 1,700 hours of AmeriCorps service Fellows receive:

A taxable living allowance of up to \$18,000/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 an up to \$6,345 educational award ♦ Travel allowance to MPF Meetings ♦ Career coaching and support ♦ Healthcare benefits

Contact Information

Apply ASAP! Applicants are hired on a rolling basis.

Visit [MPF Application 2021](#) to complete a general application **as soon as possible.**

More Info:

- Selection decisions will be made on or before July 1st, 2021. **All position offers will be provisional until 2021-2022 federal funding has been confirmed.**
- Program start date is August 16th, 2021
- More information about **GCVS** and the youth program can be found at <https://www.gcvs.org/>
- Visit www.masspromisefellows.org for detailed program information

The Massachusetts Promise Fellowship (MPF) is an equal opportunity employer. At MPF, we do not just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, youth, and our community. 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.