



## AmeriCorps Massachusetts Promise Fellow

### Service Site: Waltham Boys & Girls Club

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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 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.*

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**Waltham Boys & Girls Club Service Description:** In order to have an even deeper impact on our community's youth, The Waltham Boys & Girls Club Massachusetts Promise Fellow will implement an educational enhancement strategy. The chosen candidate will engage young people in learning, encourage them to succeed in school, and help them become lifelong learners.

#### Essential Responsibilities:

- Develop and coordinate teen specific programming
- Oversee activities in the Teen Center
- Recruit and manage volunteers for homework and tutoring
- Establish and maintain rapport with school teachers, principals and counselors
- Develop and maintain relationships and collaborations with organizations that can provide advice, direction, and support to the program
- Collect, maintain, catalog, and analyze records about program implementation and impact
- Implement special projects, activities, and field trips
- Attend weekly staff meetings
- 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:

- Strong communication skills, both verbal and written
- Willingness to have fun, be engaging and supportive of youth
- Ability to maintain calm and organized in stressful situations
- Group leadership skills, including an understanding of group dynamics
- Experience working with middle school and/or high school students
- Bi-lingual English-Spanish preferred

#### Massachusetts Promise Fellowship

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

masspromisefellows@northeastern.edu ♦ www.masspromisefellows.org

- Must be a US Citizen, US National or Permanent Resident
- 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 10am-6pm, Tuesday through Friday 12pm-8pm

**Fellow Service Location:** 20 Exchange St, Waltham, MA 02451

**Site Contact Name:** Aubree Cecil

**Site Contact Email:** [acecil@walthambgc.org](mailto:acecil@walthambgc.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 1<sup>st</sup>, 2021. **All position offers will be provisional until 2021-2022 federal funding has been confirmed.**
- Program start date is August 16<sup>th</sup>, 2021
- More information about **Waltham Boys & Girls Club** and the youth program can be found at <https://walthambgc.org/>
- Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for detailed program information

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*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.*