



Boys and Girls Club of MetroWest AmeriCorps Massachusetts Promise Fellow

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 and college and career exploration and 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.*

Service Description:

The Massachusetts Promise Fellow will serve as a full-time staff member of the Boys & Girls Clubs of MetroWest supporting the youth of the MetroWest communities – primarily Framingham, Hudson, and Marlborough. The Fellow will be responsible for overseeing the teen center, coordinating and running our small group leadership Clubs, creating and implementing our workforce development program for teens ages 12-16, and supporting other leadership activities at the Club.

Essential Responsibilities:

- Plan and implement programs and activities on a daily basis in the Teen Center
- Research and plan an age-appropriate workforce development curriculum to infuse into CareerLaunch, a Boys & Girls Clubs of America workforce development program
- Provide a project-based approach to the developed curriculum
- Determine program space, supplies, and technology needed to implement the curriculum
- Work collaboratively with program staff to design and implement effective learning strategies for members
- Demonstrate leadership to ensure conduct, safety, and development of members
- Enforce discipline policy for members
- Mentor youth to achieve success
- Evaluate program to determine outcomes achieved
- Maintain an orderly, attractive and sanitary program space
- Complete program evaluation requirements, including but not limited to preparing monthly reports, a youth attendance tracker, and time sheets,
- Travel at least one time per month for Fellowship meetings, retreats, and training throughout the Commonwealth

Qualifications:

- Have the ability to work both as a team and independently,
- Reliable, resourceful, and a self-starter
- Good organization skills and ability to multi-task
- Interest in working with youth and the ability to motivate and manage youth behavior
- Must have a strong desire to build relationships with youth members and colleagues
- Associates or Bachelor's degree 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 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
- Must have reliable transportation to and from work daily, as well as to and from any required meetings

Fellow Schedule:

- Monday through Friday 12PM-8PM

Fellow Service Location:

- Malborough Clubhouse, 169 Pleasant Street, Malborough, MA 01752

Supervisor Name: Steve Zepf

Supervisor Email: steve.zepf@bgcmetrowest.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 \$15,500/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 an up to \$6,195 educational award ♦ Monthly travel allowance ♦ Career coaching and support ♦ Healthcare benefits

Contact Information

Apply ASAP! Applicants are hired on a rolling basis.

Visit [mpfapplication2020](#) to complete a general application **ASAP before June 1st, 2020**

More Info:

- Selection decisions will be made on or before July 1st, 2020. **All position offers will be provisional until 2020-2021 federal funding has been confirmed.**
- Program start date is August 4th, 2020
- More information about the Boys and Girls Club of Metrowest and the youth program can be found at <http://www.bgcmetrowest.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.