



Falmouth Volunteers In Public Schools, Inc. (VIPS) 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 Falmouth Volunteers In Public Schools program, in collaboration with Falmouth Public Schools, is seeking applicants for a Massachusetts Promise Fellowship fellow to help implement the Pathways Program. The Pathways Program is designed for students in grades 7-12 who are at risk of leaving school early. The Fellow will work as part of a dynamic team led by the Falmouth VIPS executive director and the district's head of guidance to plan and implement In and Out of School Time activities and opportunities focused on career and college exploration that align with student interests and aptitudes. Fellows will meet regularly with students during and after school, cultivate and expand community partnerships, identify experiences including field trips, speakers, service opportunities, skill-building opportunities, and other activities designed to engage student interest and participation.

Essential Responsibilities

- Under the supervision of the Falmouth VIPS Executive Director, work with school personnel to identify students who meet the criteria for participation in the Pathways Program and help oversee student onboarding process
- Help administer assessments and surveys of participants to gather baseline information that will be used to plan events, field trips, guest speakers and meetings
- Facilitate meetings with student participants to establish rapport, set program expectations, and create a supportive team environment
- Facilitate quarterly Pathways Program advisory board meetings
- Assist with the identification, cultivation, and expansion of community partnerships and relationships that will benefit the students in the program and align with their interests, career goals, and post-high school plans
- Develop student enrichment activities utilizing community partners
- Complete program evaluation requirements including but not limited to preparing monthly reports, a youth attendance tracker, and time sheets
- Make a full-time, 10.5-month commitment
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth

Qualifications

- College education preferred
- Experience working with youth in leadership or advisory capacity
- Comfortable running meetings, organizing events

- Experience working with community organizations helpful but demonstrated ability to effectively communicate with businesses, organizations, and individuals critical
- Strong written and verbal skills necessary
- Experience with basic software programs (Microsoft office) and video conferencing platforms, and social media
- Demonstrated ability to manage multiple tasks and set priorities
- Ability to work independently and take initiative
- Excellent organizational and communication skills
- Deep belief in the power and potential of young people to create social change
- Experience working with youth
- Passionate about social justice and working with diverse communities
- 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 through Friday, 9-5, though flexibility is allowed
- Occasional evening and weekend activities with advance notice

Supervisor Name: Tracey Crago Supervisor Email: tcrago@falmouth.k12.ma.us

Benefits

For an 10.5 month, full-time commitment and 1,700 hours of AmeriCorps service Fellows receive:
A taxable living allowance of up to \$18,500/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 \$6,495 educational award ♦ Travel reimbursement 15+ miles for Fellow monthly meetings ♦ Career coaching and support ♦ Healthcare benefits

Contact Information

Apply ASAP! Applicants are hired on a rolling basis.

Visit [here](#) to complete a general application **and upload your letter of interest, resume and contact info for three references ASAP and before July 15, 2022.**

More Info

- Interviews will take place during April-June 2022 and reasonable accommodations will be made available for interviews upon request.
- Selection decisions will be made on or before July 28th, 2022 to guarantee an on time program start. **All position offers will be provisional until 2022-2023 federal funding has been confirmed.**
- Program start date is August 15th, 2022
- More information about Falmouth VIPS and the youth program can be found at www.falmouthvips.org.
- 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 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.