



Margarita Muniz Academy 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 mentoring, social and emotional learning, college and career readiness, academic enrichment, and community service-learning.

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

Boston - The Massachusetts Promise Fellow at Margarita Muniz Academy will serve as the Coordinator and Academic Coach for the after-school support program that will engage with a select group of 20-25 students in 9th and 10th grade who need sustained academic support. The after-school program will focus on scholastic engagement, academic skill-building and tutoring. The Fellow will build relationships and work one-on-one with students as well as lead and maintain an initiative to reach out to the parents of the assigned cohort of students. The Fellow will work with a team of teachers, maintain weekly contact with these students' families and track students' academic progress throughout the school year - with the goal of creating academically rigorous, meaningful and fun learning experiences for students.

Supervisor: Antonio Arvelo, Asst. Headmaster

Email: aarvelo@bostonpublicschools.org

Essential Responsibilities

- Serve at Margarita Muniz Academy (Boston Public Schools) for the entire 2019-2020 school year
- Gather a cohort of 20-15 students in 9th or 10 grade to work with an Academic Coach
- Work with students in small groups and one-on-one during the school day
- Coordinate 6-8 hours weekly of after-school programming for these students
- Maintain weekly contact with students' families
- Track students' academic progress throughout the school year
- Work closely with 20-25 at-risk students
- Create and implement individual student success plan
- Coordinate after-school programming and academic skill-building work with a team of teachers
- Monitor participation of intervention cohort students and communicate with teachers, administration and parents/guardians to encourage/sustain student engagement in the program
- Plan activities and one-on-one check in on meetings that will establish rapport and build a sense of community among the 25 intervention cohort students
- Participate in monthly student support team meetings to share information and participate in
- Case management of intervention cohort students.
- Working with Debate Coach 1 or 2 times a week with 9th grade Debate students
- Lead field trips and other fun extracurricular activities for this group of students
- Meet at least once a week with Site Supervisor
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 11 month commitment
- Complete required MPF data and evaluation requirements

Qualifications

- Ability to speak Spanish fluently is absolutely required.
- Excellent organizational and communication skills
- Interest in and commitment to national and community service

- Experience working with youth
- Strong critical thinking and problem-solving skills
- Ability to prioritize tasks and maintain progress on short and long-term goals
- 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 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 to Thursday: 8:30am to 5:00pm, Friday: 9:00am to 3:00pm.
- Some evenings and weekends may be needed for parent/teacher conferences and activities/events with students and families.
- Margarita Muniz Academy follows Boston Public Schools calendar for the 2019-2020 school year - August 5th, 2019 thru June 30th, 2020

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 \$5,920 educational award ♦ Monthly travel allowance ♦ Career coaching and support ♦ Healthcare benefits

Contact Information

Apply ASAP! Applicants are hired on a rolling basis.

Visit masspromisefellowapplication2019 to complete a general application **and upload your letter of interest, resume and contact info for two references ASAP and before June 1st, 2019.**

More Info

- Interviews will take place during May, 2019 and reasonable accommodations will be made available for interviews upon request.
- Selection decisions will be made on or before June 1st, 2019. **All position offers will be provisional until 2019-2020 federal funding has been confirmed.**
- Program start date is August 5th, 2019
- More information about Margarita Muniz Academy and the youth program can be found at www.munizacademy.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.