



## St. Stephen's Youth Programs AmeriCorps Massachusetts Promise Fellow

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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 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.*

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### Service Description

**BOSTON-THE JCIT (JUNIOR COUNSELOR-IN-TRAINING) COORDINATOR** will create program activities and provide the individual and group supports that will help ninth graders and teens build essential leadership skills, prepare them to succeed in high school, imagine themselves (and take action) as civic activists, and setting goals for college and future employment. The Fellow will lead SSYP's efforts to ensure that all ninth graders have access to age- and developmentally- appropriate programs that develop academic, professional, and organizational skills and build the hope and imagination that will lead to full and successful lives. By visiting college campuses for cultural events, participating in hands-on career opportunities, building mentoring relationships, and taking action as leaders within our programs and in surrounding neighborhoods, our JCITs will gain the skills and confidence to succeed as they take next steps toward high school and beyond. The heart of this project will be the leadership, academic, and professional development for a specific group of twenty-one ninth graders and teen staff.

The JCIT Coordinator works collaboratively on the Teen Team, made up of the Director of Youth Development, Sr. Manager of College Access and Success, MPF YLC Coordinator, Manager of Teen Organizing, and the Ambassador of Mentoring.

**Supervisor: Kasey Boston- Director of Youth Development, [kasey@ssypboston.org](mailto:kasey@ssypboston.org)**

### Essential Responsibilities

- Direct supervision of the 15 ninth grade JCITs and 6 teen staff (CITS) at the St. Augustine and St. Martin school-year program site
- Develop and support the academic skills of ninth graders through
  - Group academic time, including overseeing Academic Nights once a week
  - Individual academic time, including one-on-one check ins with students
- Increase the leadership skills of ninth graders through
  - Coordinating group trainings that would offer a combination of hard skills—such as speaking in public and preparing for a job or school interview—with the interpersonal skills needed for success—presenting oneself with authority and professionalism and managing fears of failure (or success) so these do not create a block to achievement.

#### Massachusetts Promise Fellowship

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- Individual coaching of students to develop their abilities and confidence as leaders

**In Collaboration with the Teen Team, the YLC Coordinator will help to:**

- Create imagination-building opportunities for ninth graders through
  - group field trips, for example traveling to a hospital or community health clinic to learn about medical professions
  - hands-on practice of understanding one's interests and aptitudes, including workshops to identify talents and building up a "portfolio" of experiences (such as community service opportunities) that would be fodder for college essays.
- Relationship building and program planning with key groups and individuals who can support JCITs success, including
  - outside organizations to conduct trainings
  - college staff who can plan campus visits for JCITs to experience a range of activities (sporting events, arts performances)
  - high school teachers and guidance counselors of JCITs to improve academic success and college access.
- Support the evaluation and measurement of the JCIT Program.
- Administrative support for the JCIT Program through keeping track of attendance, progress in school, reporting to funders, and other essential information gathering.
- Support for the Teen Program with particular focus on the development of professional skills of the 6 Counselors-in-Training who serve at B-READY's Lower Roxbury site.
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 11 month commitment

**Qualifications**

- Ability to work well on a team, and collaborate effectively with the other members of the 6 person Teen Team
- Ability to manage multiple projects simultaneously, to prioritize tasks, and to maintain progress on short and long-term goals
- Flexibility, resilience, sense of humor, and "can-do" attitude essential
- 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
- Spanish language skills helpful
- 21 years of age or older
- High school diploma or GED equivalent
- 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**

M-TH 10:30 am – 7:30 pm

F 11:00 am – 6:00 pm

Occasional weekend or earlier morning responsibilities

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## 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

## How to Apply

**Apply ASAP!** Applicants are hired on a rolling basis.

Applicants must apply through our [General Application](#) and select the host site(s) of which they are interested in applying. Host sites will reach out to schedule a first round interview. If you have additional questions or would like to contact a host site, please see the e-mail contact listed above. Positions will continue to accept applications until they are listed as filled.

## More Info

- > Interviews will take place during May, 2018 and reasonable accommodations will be made available for interviews upon request.
- > Selection decisions will be made on or before June 1<sup>st</sup>, 2018. **All position offers will be provisional until 2018-2019 federal funding has been confirmed.**
- > Program start date is August 7<sup>th</sup>, 2018
- > More information about St. Stephen's Youth Programs and the youth program can be found at [www.ssypboston.org](http://www.ssypboston.org)
- > Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for detailed program information

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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.

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