



St. Stephen's Youth Programs 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 YLC COORDINATOR will oversee the YLC Programs of SSYP. This will include direct, day-to-day work with 30+ sixth through eighth graders, including oversight of the two adult lead counselors and five teen Counselors-in-Training who will be working with them. The Fellow will lead SSYP's efforts to ensure that all middle schoolers, grades sixth through eighth, have access to age and developmentally appropriate programs that develop academic and organizational skills and build the hope and imagination that will lead to full and successful lives. This will include creating program activities and engaging outside trainers and workshop leaders that will help middle schoolers build essential skills, prepare them to succeed in school, imagine themselves (and take action) as civic leaders, and set goals for college and future employment. It will also include offering social and emotional supports for middle schoolers or offering appropriate referrals. By visiting college campuses for cultural events, participating in hands-on career opportunities, building mentoring relationships, gaining life skills, building coping techniques, and taking action as leaders within our programs and in surrounding neighborhoods, our middle-schoolers 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 oversight of the leadership development and academic support for a specific group of thirty middle-schoolers.

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

Supervisor: Kasey Boston- Director of Youth Development, kasey@ssypboston.org

Essential Responsibilities

- Oversee the adults, teens and youth of the B-READY YLC middle school program
 - Support and coach two adult lead counselors who each work with a group of 15-17 middle schoolers
 - Assist in the management of five teenage Counselors-in-Training who work with YLC
 - Care for and develop the academic, leadership, and life skills of 30 sixth through eighth graders

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masspromisefellows@neu.edu ♦ www.masspromisefellows.org

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

- Develop the academic skills of middle schoolers through
 - Group academic time
 - Supporting volunteers who will provide individual academic time, including one-on-one tutoring of students
- Increase the leadership skills of middle schoolers 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.
 - Individual coaching of students to develop their abilities and confidence as leaders
- Establishing relationships that will support the success of YLC students, including
 - middle school teachers and guidance counselors of YLC students to improve current academic success and therefore future college access.
- Support the evaluation and measurement of the YLC Program.
- Administrative support for the YLC Program through keeping track of attendance, progress in school, reporting to funders, and other essential information gathering.
- 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 work independently and take initiative
- Experience working with and love of youth, especially urban youth
- Strong critical thinking and problem solving skills
- 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
- Excellent organizational and communication skills
- Deep belief in the power and potential of young people to create social change
- 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-F, 10:30 am – 7:00 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 1st, 2018. **All position offers will be provisional until 2018-2019 federal funding has been confirmed.**
- Program start date is August 7th, 2018
- More information about St. Stephen's Youth Programs can be found at www.ssypboston.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.

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