



Tutoring Plus 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

CAMBRIDGE – Tutoring Plus is a local nonprofit that has served the youth of the Port neighborhood with free tutoring, mentoring and enrichment programs since 1964. The Middle School Program Fellow will serve as Site Manager for tutoring and mentoring programs for 18-25 middle school (6-8th grade) students throughout the academic year (October-June). In this role, the Fellow will facilitate social-emotional learning activities and support student-volunteer matches during tutoring sessions. The Fellow will support all middle school programs and seek to strengthen our engagement with middle school youth and support emerging high school initiatives.

Supervisor: Erica Talamo, talamo@tutoringplus.org

Essential Responsibilities

- Manage the middle school 1:1 tutoring and mentoring center (2 nights/week)
- Provide a safe, structured and supportive environment for both students and volunteers
- Build positive relationships within the community, organization and program
- Develop and facilitate social-emotional learning activities
- Support student-volunteer matches during tutoring sessions and identify additional resources as needed
- Manage part-time work study staff
- Serve as liaison to the middle school to help provide holistic student support
- Manage program data entry
- Support all middle school programs including all subject and gender specific programs
- Actively participate in evaluation processes and contribute to continuous program improvement
- Participate in Cambridge-wide youth serving community meetings and professional development opportunities
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 11 month commitment

Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115
masspromisefellows@neu.edu ♦ www.masspromisefellows.org

Qualifications

- Experience working with middle school youth
- Experience working with diverse constituencies; second language is a plus
- Excellent organizational and communication skills
- Strong critical thinking and problem solving skills
- Ability to prioritize tasks and maintain progress on short and long term goals
- Ability to work both independently and as part of a team
- 21 years of age or older
- High school diploma or GED equivalent
- Deep belief in the power and potential of young people to create social change
- 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

Typical schedule is Mondays-Thursdays from 10:00am-7:30pm; Fridays flexible hours.

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, 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 Tutoring Plus and the youth program can be found at <https://tutoringplus.org/about-us/>.
- 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

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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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Northeastern University
College of Professional Studies

