



## WALTHAM BOYS & GIRLS CLUB 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

Waltham-The mission of the Waltham Boys & Girls Club is to inspire and enable all young people especially those who need us most, to realize their full potential as productive, responsible and caring citizens. To help us fulfill this mission, we are seeking a Mass Promise Fellow to join our team of youth development professionals. The Fellow will coordinate and implement a variety of engaging after-school programs that promote academic success as well social and emotional learning. The Fellow will also act as a liaison between Boys & Girls Club staff and School faculty to ensure students are receiving the support they need in and out of school.

**Supervisor-Jules LeBlanc, [jleblanc@walthambgc.org](mailto:jleblanc@walthambgc.org)**

### ESSENTIAL RESPONSIBILITIES

- Develop, implement, and evaluate, fun and impactful educational programming, with a primary focus on STEM and ELA
- Manage Education Center and program schedule for youth programming
- Communicate and collaborate with teachers and administration at Waltham Public Schools to develop individual action plans that meet the needs of students who attend the Club
- Engage and manage volunteers to assist with tutoring and educational programs
- Collaborate with community partners and WBGC Staff to offer enriching programs that support academic success
- Track progress and report outcomes for individual students
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth
- Make a full-time, 11 month commitment

### QUALIFICATIONS

- Current knowledge and experience of how to conduct engaging programs for youth in elementary, middle and high school
- Basic knowledge of computer technology
- Willingness to attend training as it relates to Boys & Girls Clubs of America's educational strategy and programs

#### Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115  
[masspromisefellows@neu.edu](mailto:masspromisefellows@neu.edu) ♦ [www.masspromisefellows.org](http://www.masspromisefellows.org)

- High school degree mandatory, college degree or pursuing degree preferred
- Ability to work independently and as part of a team
- Excellent organizational and communication skills
- Valid driver's license with clear driving record preferred
- Interest in and commitment to national and community service
- Strong critical thinking and problem solving skills
- Ability to prioritize tasks and maintain progress on short and long-term goals
- Must be a US Citizen, US National or Permanent Resident Alien
- Must be willing to undergo and clear a background check

#### FELLOW SCHEDULE

Mon. 10am-6pm

Tues.-Fri. 12pm-8pm

\* Schedule is subject to change during school vacations or for special Club-wide events

#### SUPERVISOR NAME:

Jules LeBlanc (jleblanc@walthambgc.org)

#### BENEFITS

For an 11-month, full-time commitment and 1700 hours of AmeriCorps service Fellows receive:

A taxable living allowance of \$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 a \$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](#) by May 1<sup>st</sup>, 2018 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 Waltham Boys & Girls Club and the youth program can be found at [www.walthambgc.org](http://www.walthambgc.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

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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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