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.

**BOSTON-THE YLC COORDINATOR** will create program activities and provide the individual and group supports that will help middle schoolers build essential skills, prepare them to succeed in school, imagine themselves (and take action) as civic leaders, and get them ready for college and future employment. 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. By visiting college campuses for cultural events, participating in hands-on career opportunities, building mentoring relationships with teens who are in the process of applying to college and other real-world experiences, 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 academic support and leadership development for a specific group of forty middle-schoolers.

**ESSENTIAL RESPONSIBILITIES**

- Develop and support the academic skills of middle schoolers through
  - Group academic time, including overseeing academic nights several times a week
  - Individual academic time, including one-on-one tutoring of students
  - Recruitment of additional tutors who will support specific students in particular subjects
- Increase the leadership skills of middle schoolers through
  - 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
- Create imagination-building opportunities for middle schoolers 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 and community service opportunities.
➢ Direct supervision of the middle schoolers (especially 7th and 8th graders) in the YLC Program during our school-year and summer program hours.

➢ Relationship building and program planning with key groups and individuals who can support the success of YLC students, including
  o outside experts from City School, college admissions offices, Youth Advocacy Department, and other organizations to conduct trainings
  o key people from partner organizations and other groups who can speak on career panels about particular fields
  o college staff who can plan campus visits for middle schoolers to experience a range of activities (sporting events, arts performances)
  o middle school teachers and guidance counselors of YLC students to improve current academic success and future college access.

➢ Evaluate and measure the success of the YLC Program by using existing tools to show how our cohort of middle schoolers compares to BPS benchmarks for grade advancement, school attendance, and academic performance and with other tools (such as PEAR) to measure leadership skills, social development, and civic engagement.

➢ 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, 12 month commitment

QUALIFICATIONS
➢ Excellent organizational and communication skills
➢ Interest in and commitment to national and community service
➢ 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
➢ Spanish language skills helpful
➢ 17 years of age or older
➢ Bachelor’s degree strongly preferred
➢ 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, 10AM/11AM-7:30PM, VERY OCCASIONAL WEEKEND RESPONSIBILITIES (3 TIMES PER YEAR)
SUPERVISOR NAME: KEMARAH SIKI, DIRECTOR OF ACADEMIC PROGRAMS KEMARAH@STSTEPHENS80S.ORG

BENEFITS
For a one year full-time commitment and 1700 hours of AmeriCorps service Fellows receive:
A taxable living allowance of $14,500/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 $5,775 educational award ➢ Monthly travel allowance ➢ Career coaching and support ➢ Healthcare benefits
CONTACT INFORMATION
Apply ASAP! Applicants are hired on a rolling basis.
Visit https://www.surveymonkey.com/r/mpfapplication2016 to complete a general application and send a letter of interest, resume and contact info for two references ASAP and before May 20th, 2016 to jobs@ststephensbos.org with “MPF YLC Coordinator” in the subject line.

MORE INFO
➢ Interviews will take place during May and June of 2016
➢ Hiring decisions will be made on or before July 15th, 2016
➢ Program start date is August 10th, 2016
➢ More information about St. Stephen’s Youth Programs and the youth program 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.