



## Highland Street AmeriCorps Ambassadors of Mentoring Program

**Site Coordinator: Boston & Northeastern Universities  
Highland Street AmeriCorps Ambassadors of Mentoring  
The DREAM Program, Inc.**

### **About AmeriCorps:**

[AmeriCorps](#) is a national community service program that gives people an opportunity to apply their skills and ideals towards helping others and meeting critical needs in the community. The [Highland Street AmeriCorps Ambassadors of Mentoring](#) is an AmeriCorps Program where members serve in mentoring programs across Massachusetts.

### **Organizational Description:**

Mass Mentoring Partnership (MMP) is fueling the movement to expand empowering youth-adult relationships across Massachusetts. MMP serves hundreds of program partners statewide supporting thousands of youth in quality relationships. We work with mentoring programs and youth development organizations to assess programmatic needs and organizational capacity to provide customized strategies that strengthen youth, families, and communities.

### **Host Site Description:**

**DREAM** (Directing through Recreation, Education, Adventure and Mentoring) is a unique organization that partners college students with children living in Boston's affordable housing neighborhoods. We achieve our mission of empowering children and neighborhoods by blending best practices from mentoring and community development models. Mentors and their mentees take part in weekly trips to college campuses, adventures around the country, and summer and winter visits to Camp DREAM – our residential camp.

### **Project Description:**

DREAM's program sites (groups of college students mentoring children from an affordable housing community) are the heart of the organization. The primary responsibility of the Site Coordinator for BU and NEU is to ensure that mentors from these schools have the necessary resources, training, and support to run an amazing mentoring program and empower children to dream big. They also act as a liaison between mentors and our housing community partners and families. Site Coordinators spread contagious energy, model empowerment, and assist with administrative tasks, action planning in a number of venues such as mentor meetings on college campuses, adventure trips around the Northeast, and outdoor skill building in the woods at Camp DREAM.

### **Program Summary:**

Twenty-Five AmeriCorps Ambassadors will complete a year of service from August 2017-June 2018. These members will be placed at one host site organization to build the capacity of youth mentoring programs and



organizations in the areas of match support; marketing and mentor recruitment; mentor/mentee/parent training; and program development, evaluation and start up.

All Highland Street AmeriCorps Ambassadors of Mentoring will work on volunteer mentor recruitment efforts in their host organization as well as work with other Corps members to complete statewide community service projects that benefit the field of mentoring in Massachusetts. AmeriCorps Ambassadors will be supervised by their host organization and the Mass Mentoring Partnership AmeriCorps Program Manager.

#### **Basic Requirements:**

- Passion for working with diverse youth and families
- Strong critical thinking and problem solving skills
- Flexible schedule/Ability to work occasional evenings/weekends
- Motivation and aptitude for networking and outreach
- Committed to actively recruiting, selecting, on-boarding and managing mentors
- Ability to plan, execute and document site-based group activities and off-site field trips
- Flexibility, patience, and a good sense of humor!

#### **Additional Skills:**

- Experience/skill in effective group behavior management preferred
- Proficiency with Microsoft Word applications

#### **AmeriCorps Service Requirements:**

- You must be a U.S. citizen, national, or legal permanent resident alien of the U.S. to be an AmeriCorps member
- Complete a minimum of 1700 hours of documented service to complete host site project
- Complete all required AmeriCorps documentation and monthly reporting
- Complete at least 2 collaborative community service projects to benefit the field of mentoring
- Maintain a service portfolio and blog posts
- Commute to all corps-wide trainings and events to cultivate future non-profit leaders. (Reimbursements available for qualifying members)
  - Responsibilities include attending pre-orientation session, orientation, monthly corps meetings, a mid-year retreat and two week-long community service planning sessions – Meetings located in Greater Boston
- Effectively manage time, projects, and meet competing demands
- Complete all professional development requirements as part of member contract

#### **General Program Qualifications**

- BA/BS strongly preferred or equivalent experience
- Experience with and/or commitment to youth development
- A passion for volunteerism and community service
- The desire to work with diverse people, organizations and communities
- Strong writing and editing skills



- Some experience with marketing – material design, blogging and social media preferred
- Public speaking
- Interest in nonprofit organizations and their development
- Excellent organization and communication skills
- The ability to work independently and as part of a team
- Proven leadership and project management abilities
- Flexibility, adaptability, and a good sense of humor
- Positive attitude

#### **Position Benefits:**

- A \$5775 educational award upon completion of service
- \$1,250 pre-taxed stipend per month
- Graduate certificate in Nonprofit Leadership
- Additional transportation reimbursement for qualifying members
- 250+ hours of professional training and networking opportunities in the mentoring field and the non-profit sector
- Free health care coverage
- Childcare vouchers
- Loan deferment and interest accrual payment for qualifying loans upon completion of service
- A nation-wide Alumni network
- A built-in network of AmeriCorps members and colleagues - with the potential to make lifelong friends!

#### **To Apply:**

Please visit the Highland Street AmeriCorps Ambassadors of Mentoring webpage at [www.massmentors.org/ambassadors](http://www.massmentors.org/ambassadors) to view our current open positions and **apply directly to the organizations that interest you from the link provided on the page.** Note that 1 application is required PER each organization if you are applying to more than one.

All applications require a resume that outlines how your skills and experience meet the qualifications of the position and a cover letter stating how you heard about this opportunity and why it interests you, either in Word / PDF format and a list of 3 references.

We are interested in recruiting AmeriCorps members who call Massachusetts home. MMP is committed to building a culturally diverse staff and strongly encourages applications from persons with a disability, males, and minority candidates. Note: Positions are contingent upon continued CNCS grant funding.

#### **For more information or questions:**

Contact, Thomas McGee, Program Manager, [tmcgee@massmentors.org](mailto:tmcgee@massmentors.org)



*Mass Mentoring Partnership and its site partners are equal opportunity employers.  
Mass Mentoring Partnership makes reasonable accommodations for individuals with disabilities for  
interview as well as service term.  
All positions acceptances are contingent upon a successful background check.*