



## Highland Street AmeriCorps Ambassadors of Mentoring Program

### Big Sister Association of Greater Boston – Highland Street AmeriCorps Ambassador of Mentoring

#### 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:

Big Sister Association of Greater Boston ignites girls' passion and power to succeed through positive mentoring relationships with women and enrichment programs that support girls' healthy development. We empower women and girls through a variety of gender-specific programs and opportunities focused on their unique needs. We serve more than 2600 girls between the ages of 7 and 15 in 69 towns and cities. If you are excited by the idea of being part of a collaborative, purpose driven team that works to impact the Greater Boston community one girl at a time, then join us! To learn more about Big Sister Boston visit [www.bigsister.org](http://www.bigsister.org).

#### Project Description:

The Ambassador of Mentoring (AOM) will play a leadership role in continuing to develop the Big for a Day (BFAD) program into a dynamic portal where volunteers and corporate/community partners experience the power of mentoring and branch out to support a wide variety of Big Sister Boston's programming and enrichment services. The BFAD program serves approximately 25 girls from our waitlist monthly, by matching them with Big for a Day Big Sisters for a one-day event. The events are sponsored by corporate/ community partners in alignment with our enrichment program themes which include STEM, the Arts, Health and Fitness, College and Job Readiness and Civic Engagement. The AOM will: 1) Manage and improve our unique Big for a Day (BFAD) program, wherein Big Sister Boston hosts 1-2 events per month that match girls on the waitlist for Community-Based Mentoring with a Big Sister for the day 2) Grow our capacity in recruiting BFAD volunteers into our signature 1:1 mentoring programs (Community-Based Mentoring and Site-Based Mentoring) 3) Identify and employ best practices such as building rapport and good customer service, to engage community partners – as well as Big Sisters who are not eligible for our 1:1 programs – in other areas of the agency like program and fundraising events, recruitment of volunteers at their workplace, becoming part of our Diversity Board, and others .



### **Program Summary:**

Twenty-Five AmeriCorps Ambassadors will complete a year of service from August 2018-June 2019. 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 at least 1-2 weekend shifts per month
- 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 and cultural responsiveness 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 \$5920 educational award upon completion of service
- A Bi-weekly stipend of \$588
- Graduate certificate in youth development.
- 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
- 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:**

**If you are interested in applying please submit on our online portal [here](http://www.massmentors.org/ambassadors).** More information about the program can be found on our webpage at [www.massmentors.org/ambassadors](http://www.massmentors.org/ambassadors) including our full list of current open positions. **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 Ambassador of Mentoring position and a cover letter stating how you heard about this opportunity and why you are interested in serving as an Ambassador, either in Word / PDF format and a list of 2 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.*