



Highland Street AmeriCorps Ambassadors of Mentoring Program Volunteer Matching and Engagement Coordinator

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:

[Boston Partners in Education](#) (Boston Partners) enhances the academic achievement and nurtures the personal growth of Boston's public school students by providing them with focused, individualized in-school volunteer support.

Founded in 1966, Boston Partners recruits, trains, places, and supports volunteers of all ages and backgrounds in the Boston Public Schools (BPS) to serve as academic mentors to students in need. Our primary goal is to support student advancement and the work of Boston's public school teachers by giving the children who are struggling in school the tools necessary to become better learners. We focus on reaching students who might otherwise "fall through the cracks" – those children who have gaps in their learning, are struggling academically and personally, and can succeed with the encouragement and guidance of a caring adult academic mentor. Boston Partners recruits, trains, places and supports volunteers to work with students in grades kindergarten through twelve, one-on-one or in small groups, primarily during the school day.

Project Description:

Boston Partners in Education (Boston Partners) is seeking an Ambassador of Mentoring to serve as a Volunteer Matching and Engagement Coordinator for 2018-2019. The Ambassador's primary goals will be to review and recommend suggestions for our match support systems and to build upon our volunteer engagement strategy and capacity. Additionally, the Ambassador will continue building on our community outreach and volunteer recruitment efforts, developed by previous Ambassadors in 2016-2018.



Primary Duties and Responsibilities:

- Interviewing and matching new potential volunteers.
- Reviewing current Match support systems and content, building on the work of the Match Support Team, and suggesting improvements as needed.
- Helping to build and implement a more robust system for volunteer engagement and ongoing training support throughout volunteers' mentoring commitment.
- Build on the ongoing work of new volunteer recruitment, community outreach, and community engagement.

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 a statewide community service project that benefits 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 and/or Google G Suite 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 as a team one community service project to benefit the field of mentoring
- Maintain a service portfolio
- 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 fall and mid-year retreat and two Program Day 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, nonprofit organizations, and their 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
- Comfortable with 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, a positive attitude, and a good sense of humor
- Knowledge of Boston Public Schools and/or community organizations in the Boston area is a plus

Position Benefits:

- A \$5920 educational award upon completion of service
- A stipend totaling approximately \$14,000 over the course of the service year delivered bi-weekly
- Graduate certificate in Youth Development from Boston University
- 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 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

*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.