

Highland Street AmeriCorps Ambassadors of Mentoring Program

Recruitment and Retention Specialist

About AmeriCorps:

HYPERLINK "<http://americorps.gov>" [AmeriCorps](http://americorps.gov) 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 HYPERLINK "<http://www.massmentors.org/ambassadors>" [Highland Street AmeriCorps Ambassadors of Mentoring](http://www.massmentors.org/ambassadors) 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:

Partners for Youth with Disabilities (PYD) empowers youth with disabilities to reach their full potential by providing transformative mentoring programs, youth development opportunities, and inclusion expertise. We motivate youth to reach their personal, educational, and career goals, and guide organizations in becoming more inclusive. PYD serves over 400 youth per year. Our one-to-one mentoring program (Mentor Match) is a community-based mentoring program for youth ages 6 to 24, with any disability, who reside within the Boston area. Mentor Match is also the only mentoring program in the Boston area that exclusively serves youth and young adults with all disabilities. For more information, visit: HYPERLINK "<http://www.pyd.org/>" <http://www.pyd.org/>.

Project Description:

The main components of this project include: supporting the recruitment of mentees who could benefit from the Office of Juvenile Justice and Delinquency Prevention Disability Mentoring Initiative; supporting the recruitment of a diverse pool of mentors; and enhancing match support resources and mentee training. The AoM would support mentee recruitment through building new and deepening existing relationships with community based organizations. The AoM would lead mentor recruitment efforts which includes attending recruitment fairs, developing recruitment materials and analyzing results. The proposed project would build off of the previous AoM's project through conducting the mentee training with more populations and evaluating the training for improvements. The AoM would also contribute to the marketing team and provide resources through our mentor support group on Facebook.

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!
Develop resources for matches including planning events for mentors and mentees
Research and implement cutting edge best practices in mentor recruitment, training, and match support
Conduct a monthly newsletter with highlights, resources, and upcoming events
Contribute to the blog, social media content, and mentor support group on Facebook
Research free and low-cost match activities; solicit ticket donations
Assist with Mentor Match and agency-wide special projects as they occur
Attend Mentor Match team meetings and bi-monthly staff meetings

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 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
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 \$5920 educational award upon completion of service
\$A Bi-weekly stipend
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:

Please visit the Highland Street AmeriCorps Ambassadors of Mentoring webpage at HYPERLINK "http://www.massmentors.org/ambassadors" 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

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.