



## Highland Street AmeriCorps Ambassadors of Mentoring Program

### St. Stephen's Youth Programs

#### 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:

The mission of St. Stephen's Youth Programs (SSYP) is to promote equity in education, employment and opportunities through long-term relationships with young people, families, and communities. We do this by developing the skills and leadership of the young people of the South End and Lower Roxbury neighborhoods of Boston and by providing them with a safe, challenging, and supportive environment in which they can thrive. This is reflected in the SSYP goal which is to develop circles of care around each young person and to build communities where all people feel safe, feel big, and feel connected. We are deeply committed to this equity work of increasing youth academic engagement and reducing the dropout rate; SSYP has been engaged in this work for eighteen years.

We offer year-round extended learning opportunities in neighborhoods throughout Boston and Chelsea. In the South End and Lower Roxbury, SSYP offers the B-READY afterschool programs every school day (2:30-7:30pm), the B-SAFE Program which is a six-week, full-day summer enrichment program, and regular weekend and vacation activities for youth. In the summer, we add four B-SAFE sites in Dorchester (2), Mattapan, and Chelsea. All the youth programs we offer include academic support, literacy improvement, science workshops, visual, media and performing arts, fitness, field trips and other enrichment activities. Our middle and high schoolers participate in the leadership training program and workshops on growth education, healthy relationships, 21st century skills, civic engagement, and more. Through the mentoring program, all middle and high school students have the opportunity to engage in one-on-one or group mentoring, focused on school success and college and career opportunities. During B-SAFE 2017, St. Stephen's served more than 640 youth in 13 programs; these programs were led by more than 90 adult staff and 140 teen staff.

Our B-SAFE summer program is supported by close to 800 volunteers from over 50 partner churches (mostly suburban Episcopal churches). During the B-READY afterschool programs of 2017-2018 we are serving 250 youth at two sites; these programs are led by more than 20 adult staff and 30 teen staff. During B-READY, our youth are supported by more than 150 volunteers who serve on a weekly basis; many come through local colleges



including the CEP Program, Peace Through Play, Husky Volunteers, and Service-Learning programs of Northeastern.

### **Project Description:**

The Ambassador of Mentoring at SSYP will expand the current mentoring program and create supports to bring mentoring to all of our involved youth. By Coordinating the 150+ volunteer base, the AOM will increase the number of trained mentors in each program area (elementary school, middle school, teen employment, and alumni). They will create program activities to foster the circle of care, increasing the number of caring adults in the life of each young person, and help young people build essential leadership skills that will prepare them to succeed in high school and imagine themselves (and take action) as civic activists. The AOM will provide individual and group supports to help mentors build relationship skills, understand the Boston Public School system, and prepare youth for their college and career futures. The AOM will lead SSYP's efforts to ensure that all youth have access to age- and developmentally- appropriate mentorship that supports their develop of academic, professional, and organizational skills and builds the hope and imagination that will lead to full and successful lives.

The Ambassador of Mentoring will serve on the "Main Office" team of twenty program staff, meeting with program leaders regularly to make program based decisions and support the success of every portion of the youth program. Specifically the AOM will be working with the Sr. Manager of College Access & Success (to support mentors with the resources they need to help teens craft strong post high-school plans) and the three school year Site Managers (to help ensure that volunteers are trained and effectively supporting the youth programs). The AOM will coordinate and supervise all community, college, church, and organizational partner volunteers, ensuring they are trained and supported throughout their time as a volunteer.

### **Essential responsibilities:**

- Coordinate volunteers to increase the number of trained mentors in each program area (elementary school, middle school, teen employment, and alumni).
  - Actively manage volunteer database, tracking all year-long volunteers.
  - Manage existing partnerships with colleges, neighborhood associations, and volunteer organizations to ensure steady mentor recruitment.
  - Develop mentor training curriculum to ensure all mentors have ongoing, developmentally appropriate, training and support.
- Create a system that fosters healthy adult-youth relationships and supports the ongoing development of mentoring pairs and groups.
  - Plan and implement developmentally appropriate activities, events, and trips for each program area, for youth and mentors to engage in together.
  - Foster the relationship of 1:1 pairs by creating individualized success plans.
  - Increase partnerships throughout the city to expand opportunities for mentor pair activities.
- Develop mentor/volunteer recruitment plan, application, intake, program placement and training series.
  - Attend recruitment fairs and build partnerships to ensure the program is reaching a diverse group of mentor candidates.
  - Design comprehensive application and intake form to assist with program and participant matching and placement.



- Support the implementation of the training series, focusing on youth development, racial equity and positive relationship building.

### **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 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 of \$588
- 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](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.*