



About EVERYBODY WINS! and Ambassadors of Mentoring

Everybody Wins! Metro Boston is a children's literacy and mentoring organization devoted to increasing children's prospects for success in school and in life by providing one-to-one reading experiences with caring adults. Through our Power Lunch program, we reach children while they are young, stimulate their interest in reading and learning, and encourage them to believe that they, too, can be successful.

Power Lunch, Everybody Wins! signature program, is a lunch time reading and mentoring program which pairs elementary school children, one-to-one, with volunteers from nearby businesses. Once a week, reading partners enjoy conversation together at the school, and the adult reads a book aloud. Reading aloud to children has been shown to be the single most important activity for helping children become successful readers.

Ambassadors of Mentoring complete a year of volunteer service in the Mass Mentoring Partnership's AmeriCorps Ambassadors of Mentoring Program. Ambassadors will serve to strengthen current mentoring programs to build their capacity to serve more children in high quality mentoring relationships. Seventeen Ambassadors have been competitively granted to mentoring programs and organizations across the state of Massachusetts to work on projects in a combination of the following four areas: Mentoring Program Development and Support; Mentor/Mentee Training; Match Support; and Mentoring Recruitment/Marketing. All Ambassadors will work on volunteer mentor recruitment efforts in their host organizations as well as work with other corps members to complete field-wide projects. Ambassadors will be supervised by both their host organization and the AmeriCorps Ambassadors of Mentoring Program Manager at Mass Mentoring Partnership.

EWMB Ambassador of Mentoring/Volunteer Outreach Coordinator Position Description

Everybody Wins! Metro Boston is seeking a Volunteer Outreach Coordinator with outstanding communication and organizational skills to help direct the organization's Volunteer Retention Project. The Volunteer Retention Project will build capacity within our organization to further enhance outcomes for student participants by creating and implementing organizational systems which support quality-based and sustainable mentoring relationships. All activities will promote a rewarding volunteer experience and produce well-trained and enthusiastic volunteers to promote volunteer retention.

The Volunteer Outreach Coordinator will report to the Program Manager. This is an AmeriCorps position. Job responsibilities will include:

- Recruit new volunteer reading mentors from companies, civic groups, universities, government, etc.
- Improve recruitment efforts through the creation of off-the-shelf recruitment materials
- Lead new mentor training sessions
- Support volunteer mentors through the creation of a new mentor e-newsletter and communication plan
- Ensure successful reading sessions by creating and distributing new reading resources for matches
- Promote mentor retention through volunteer appreciation activities throughout the year

- Ensure accurate database records of volunteers and students
- Meet regularly with Program Manager regarding program growth and maintenance

PLEASE NOTE: Access to a car is needed for school visits

QUALIFICATIONS:

Everybody Wins! Metro Boston is seeking a high-energy Volunteer Outreach Coordinator who is mission-driven and self-directed, skilled at volunteer management and customer service, and excited about working in a fast-paced environment.

Other requirements include:

- Bachelor's Degree, preferably in a related field.
- An interest in children's literacy and a passion for working to help children succeed
- Comfortable speaking in front of groups.
- Ability to plan, prioritize, and coordinate multiple projects simultaneously.
- Excellent interpersonal and written communication skills
- Ability to work independently and as part of a team
- US Citizen or Permanent US Resident

POSITION TYPE:

Full-time (1700 hours)

12 months (August 2008 – August 2009)

TO APPLY: Please send a cover letter and resume to:

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