



Commonwealth Corps Service Position Description



Big Brothers Big Sisters of Massachusetts Bay
Mentor2.0

Commonwealth Corps Education Ambassador

The mission of the Commonwealth Corps is to engage Massachusetts residents of all ages and backgrounds in service to strengthen communities, address unmet community needs, and increase volunteerism.

Commonwealth Corps members with Big Brothers Big Sisters of Massachusetts Bay (BBBSMB) will serve 10.5 months in a full-time capacity. What they have in common is a desire to put their talents and ideas to use in the service of their communities and the Commonwealth.

Big Brothers Big Sisters of Massachusetts Bay (BBBSMB) is one of the nation's largest and most effective one-to-one youth mentoring organizations. We serve communities throughout Eastern Massachusetts, including Greater Boston, the North Shore, the South Shore, and Cape Cod & the Islands. In total, BBBSMB will serve over 2,700 children and their families this year. One of our most exciting, innovative initiatives is our Mentor2.0 program, which helps inner-city high-school students prepare for college. Commonwealth Corps members with BBBSMB will serve in the Mentor2.0 program, embedded in an urban public high school, Boston Green Academy, and be a key player in the successful expansion of our Mentor 2.0 Program, serving as a key relationship manager for a cohort of 60-75 students, and partnering with the high school to improve the graduation rate and college success of teens in Boston's public schools.

Responsibilities:

Essential

- Complete a minimum of 1500 hours of service, serving through June 30, 2018.
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 total, post orientation) and Big Brothers Big Sisters of Massachusetts Bay including a new member orientation with MSA prior to the start of service.
- Participate in a minimum of 1 hour of MSA-related activities each week (in person or virtually).
- Communicate daily (during school days) with students in the program
- Develop and deliver materials and activities to support the classroom curriculum
- Expand classroom support and relationship management for a cohort of 60-75 students, in collaboration with the Program Coordinator and school faculty
- Plan and implement support for after-school monthly program events
- Communicate with families
- Interview youth for the program
- Recruit and enroll volunteers
- Provide support and training to match parties
- Facilitate a small group of volunteers for monthly events
- Build a peer to peer network of volunteer referrals
- Document program best practices

Qualifications:

Required

- Massachusetts residency and legal authorization to work in the United States
- 21 years of age or older
- Experience with or interest in volunteerism and community engagement and a passion for service
- Ability to balance service commitment with other family/work/school/community

commitments in a sustainable way

- BA/BS degree
- Experience with and/or commitment to youth development
- Interest in nonprofit organizations and their development
- Prior exposure or experience to tutoring or mentoring, whether formal or informal
- Friendly, coalition-builder with a customer focus
- Strong organization and communication skills
- Proven leadership and project management abilities
- The desire to serve with diverse people, organizations and communities
- Comfortable with limited amount of project ambiguity

Preferred

- Flexibility and a good sense of humor

Member Benefits:

- **Stipend** of \$541.66 every other week while in service, up to \$12,458.34 minus taxes and withholdings;
- **Health insurance** (individual coverage only);
- **Completion award** of up to \$2,500 upon successful completion of service, minus taxes and withholdings;
- **Training and other professional development** opportunities;
- **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;
- **Monthly MBTA Zone 1 Pass** for all within-Boston travel
- **Complimentary Gym Membership** at facility located in our office building
- **Limited meal subsidy program at the cafeteria** located in our office building
- **Limited travel reimbursement from their host site** for certain service-related travel away from their usual service location, according to that agency's policies;
- **The opportunity for at least 10 days of planned absences** (may include holidays); and
- **The opportunity to join with others with a common sense of purpose** as part of the Commonwealth Corps.

Please note that receipt of these stipends/benefits may impact an individual's eligibility for certain public benefits.

Term of Service:

- **Position Start Date:** August 28, 2017
- **Position End Date:** June 30, 2018
- Service commitment will average 38-40 hours per week, with a general schedule of Monday-Friday from 8am-4pm, with approximately 3 days per month on a schedule of 10am-8pm, scheduled with advance notice.

Application Instructions:

- To apply, submit a cover letter and resume by September 1, 2017 to Erin Hynes, HR Assistant, 75 Federal St., 8th Floor, Boston MA 02110 or email documents to ehynes@bbbsmb.org

Accepted members will be required to undergo a criminal offender and sexual offender background check.

Big Brothers Big Sisters of Massachusetts Bay will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, age, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. Big Brothers Big Sisters of Massachusetts Bay welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.