



Commonwealth Corps Service Position Description

Boys & Girls Club of Greater Lowell Commonwealth Corps Nutrition Education Coordinator



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 Boys & Girls Club of Greater Lowell 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.

Two Commonwealth Corps members will partner with Boys & Girls Club of Greater Lowell staff to expand and improve health and nutrition programs at our Boys & Girls Club. The Commonwealth Corps Nutrition Education Coordinator will serve as a team with the Commonwealth Corps Health and Fitness Coordinator to increase the physical and mental health of youth in Lowell. Through their service, the Commonwealth Corps members will also leverage 30 volunteers that will engage youth throughout the Club in healthy lifestyles programs.

Responsibilities:

Essential

- Complete a minimum of 1,500 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 Boys & Girls Club of Greater Lowell, including a new member orientation on August 15 & 16, 2017.
- Participate in a minimum of 1 hour of MSA-related activities each week (in person or virtually).
- Recruit new volunteers from Boys & Girls Club community and corporate partners with an emphasis on volunteers who can help engage youth in programs in healthy lifestyles.
- Deliver Healthy Habits, a Boys & Girls Clubs of America six-week nutrition curriculum, to a total of 36 youths in three individual sessions.
- Manage the Boys & Girls Club Community Garden in the Fall and Spring, including outdoor service, as weather permits.
- During the winter, assist the Education Coordinator and youths to plan the 2018 Community Garden.
- Coordinate quarterly Healthy Snacking workshops for a total of 40 youths.
- Schedule and help coordinate quarterly workshops on health topics offered by Lowell General Hospital.
- Serve as a mentor to an individual Boys & Girls Club youth member.
- Attend a weekly Youth Service Meeting.
- Together with Commonwealth Corps Health and Fitness Coordinator, deliver components of All Stars, a substance abuse prevention program, to teens.
- Together with Commonwealth Corps Health and Fitness Coordinator, coordinate Date Smart, a Boys & Girls Clubs of America curriculum on healthy relationships.
- Together with the Commonwealth Corps Health and Fitness Coordinator, recruit 48 Club teens for quarterly workshops by Lowell General Hospital on health related topics, and by Lowell House on separating fact from fiction about drug use and how to recognize signs of addiction in themselves and others.
- Conduct follow-up with teens after the workshops to refer those who may need additional

- support to our licensed clinical social worker or other community partners.
- Create a resource guide for parents on youth mental health providers.

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- As relevant to this service role, occasionally participate in projects and programs in other areas in order to build relationships and recruit new at-risk teen members, ages 13-18, into programs.
- As relevant to this service role, accompany youth on periodic field trips.

Qualifications:

Required

- Massachusetts residency and legal authorization to work in the United States
- 18 years of age or older
- Experience with or interest in volunteerism and community engagement
- Ability to balance service commitment with other family/work/school/community commitments in a sustainable way
- One to three years of experience working or volunteering with youth
- Some college education or equivalent experience
- Strong written and verbal communication skills in order to transfer knowledge to staff and volunteers as well as create written processes to continue the programs once complete their service
- Strong organizational skills
- Ability to serve outdoors in a garden setting 2 to 4 hours per day in the fall and spring, weather permitting.

Preferred

- Multilingual in Spanish and/or Khmer
- Valid Driver's License

Member Benefits:

- **Stipend** of \$541.66 every other week while in service, up to \$13,000, 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;
- **Limited travel reimbursement from their host site** for certain service-related travel away from their usual service location, according to that agency's policies;
- **Access to free afternoon/evening meals/snacks** prepared at the Club when on-site;
- **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 15, 2017
- **Position End Date:** June 30, 2018
- Service commitment will average 38-40 hours per week during the following days/times: Must be available for a schedule that includes hours between 12:00 p.m. and 7:30 p.m., Monday through Friday, and approximately one weekend day per month with advance notice. Ideally would be available from 9:00 a.m. to 4:30 p.m. on school vacation weeks.

Application Instructions:

- To apply, submit a cover letter and resume as soon as possible or by May 26, 2017 to:
Boys & Girls Club of Greater Lowell
Attn: Human Resources
657 Middlesex Street
Lowell, MA 01851-1410
opportunities@lbgc.org
Fax 978-453-9740

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

Boys & Girls Club of Greater Lowell 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. Boys & Girls Club of Greater Lowell welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.



Commonwealth Corps Service Position Description

Boys & Girls Club of Greater Lowell
Commonwealth Corps Fitness and Health Coordinator



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 Boys & Girls Club of Greater Lowell 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.

Two Commonwealth Corps members will partner with Boys & Girls Club of Greater Lowell staff to expand and improve health and nutrition programs at our Boys & Girls Club. The Commonwealth Corps Fitness and Health Coordinator will serve as a team with the Commonwealth Corps Nutrition Coordinator to increase the physical and mental health of youth in Lowell. Through their service, the Commonwealth Corps members will also leverage 30 volunteers that will engage youth throughout the Club in healthy lifestyles programs.

Responsibilities

Essential

- Complete a minimum of 1,500 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 Boys & Girls Club of Greater Lowell, including a new member orientation on August 15 & 16, 2017.
- Participate in a minimum of 1 hour of MSA-related activities each week (in person or virtually).
- Launch new girls-only sports activities, including volleyball, basketball, jump rope, yoga and Zumba, for a total of 50 girls.
- Initiate new active lifestyle activities – such as Zumba, handball, a running Club, and dodge ball – for youths not interested in traditional sports such as basketball and soccer.
- Coordinate a daily, individual fitness challenge open to all youths.
- Coordinate a new partnership with Planet Fitness to run quarterly “non-judgment zone” fitness activities at our Boys & Girls Club for a total of 60 youths.
- Track hours of athletic participation among Boys & Girls Club youths.
- Serve as a mentor to an individual Boys & Girls Club youth member.
- Attend a weekly Youth Service Meeting.
- Together with the Commonwealth Corps Nutrition Education Coordinator, deliver components of All Stars, a substance abuse prevention program, to teens.
- Together with the Commonwealth Corps Nutrition Education Coordinator, deliver Date Smart, a Boys & Girls Clubs of America curriculum on healthy relationships.
- Together with the Commonwealth Corps Nutrition Education Coordinator, recruit 48 Club teens for quarterly workshops by Lowell General Hospital on health related topics and by Lowell House on separating fact from fiction about drug use and how to recognize signs of addiction in themselves and others.
- Conduct follow-up with teens after the workshops to refer those who may need additional support to our licensed clinical social worker or other community partners.
- Develop a tip sheet as to how youths can become better, stronger, and safer athletes, based upon trainings that an outside sports psychologist will conduct at our Boys & Girls Club.

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- As relevant to this service role, occasionally participate in projects and programs in other areas in order to build relationships and recruit new at-risk teen members, ages 13-18, into programs.
- As relevant to this service role, accompany youth on periodic field trips

Qualifications:

Required

- Massachusetts residency and legal authorization to work in the United States
- 18 years of age or older
- Experience with or interest in volunteerism and community engagement
- Ability to balance service commitment with other family/work/school/community commitments in a sustainable way
- One to three years of experience working or volunteering with youth
- Some college education or equivalent experience
- Strong written and verbal communication skills in order to transfer knowledge to staff and volunteers as well as create written processes to continue the programs once complete their service
- Strong organizational skills
- Physical ability to lead fitness programs

Preferred

- Multilingual in Spanish and/or Khmer
- Valid Driver's License

Member Benefits:

- **Stipend** of \$541.66 every other week while in service, up to \$13,000, 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
- **Limited travel reimbursement from their host site** for certain service-related travel away from their usual service location, according to that agency's policies;
- **Access to free afternoon/evening meals/snacks** prepared at the Club when on-site;
- **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.

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