



## Commonwealth Corps Service Position Description

HOMEWORK HOUSE INC.  
Commonwealth Corps Technology Education Specialist

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 Homework House will serve 10.5 months in a half-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.

Homework House is a place where children growing up in Holyoke's most economically challenged neighborhoods can experience learning success. Our free after school tutoring and mentoring program has transformed the lives of hundreds of kids, boosting their engagement with school and learning while improving their reading and math skills. The Commonwealth Corps Technology Education Specialist's objective will be to increase Homework House's capacity to better serve the children who come to us through improved use of educational technology.

### Responsibilities:

#### *Essential*

- Complete a minimum of 750 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 Homework House including a new member orientation on August 15 & 16, 2017.
- Participate in a minimum of 30 minutes of MSA-related activities each week (in person or virtually)
- Plan, implement and document fun and engaging computer-related activities for children, tutors and families that support the children's acquisition and development of reading and math skills.
- Research and recommend appropriate educational technologies.
- Maintain accurate data, records, and files to document all activities conducted and services provided as related to this position.
- Participate in weekly team and site meetings and weekly supervision meetings with Education Coordinator.

#### *Marginal*

- Welcome parents to program sites as visitors, observers and participants

### 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
- Experience/comfort using a variety of technology platforms
- Ability to balance service commitment with other

- family/work/school/community commitments in a sustainable way
- Strong written and oral communication skills

*Preferred*

- Facility with HTML/CSS, Scratch/Scratch Junior
- Strong interpersonal and human relations skills.

**Member Benefits:**

- **Stipend** of \$270.83 every other week while in service up to \$6,500 minus taxes and withholdings;
- **Completion award** of up to \$1,250 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 for certain service-related travel away from their usual service location, according to that agency's policies;
- The opportunity for at least or 5 days of planned absences (may include holidays); and
- 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 18-20 hours per week, during the following days/times:
  - M, W, Thursday, F from 2pm-5:45pm; Tuesday from 12:30-5:30pm. No evening/weekend service expected, except for attending Holyoke Bound during initial orientation.
- Application Instructions:
  - To apply, submit a cover letter and resume by July 17, 2017 to Virginia Dillon at [vdillon@homeworkhouseholyokeye.org](mailto:vdillon@homeworkhouseholyokeye.org). (Applications are rolling, so earlier applications are encouraged.)

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

*Homework House 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. Homework House welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*