



**COMMONWEALTH
CORPS**
INSPIRE. UNITE. ACT.

Commonwealth Corps Service Position Description



Mystic Learning Center, Inc. Commonwealth Corps Youth Employment Trailblazers

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 Mystic Learning Center, Inc. (MLC) 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.

The mission of MLC is to improve the lives of low-income families who live at the Mystic Public Housing Development in Somerville. MLC will host two full-time Corps members in its Empowering Competent Youth and Leaders in Training Programs who will serve as Commonwealth Corps Youth Employment Trailblazers, impacting 20 teen leaders and 80 afterschool participants. Through their service, members will address workforce and youth development for at-risk youth by shaping existing programming and expanding it to include mentoring relationships and building bridges to connect marginalized youth to new businesses and employers in Somerville. Members will also build the capacity of MLC by setting in motion strategic and succession planning on teen leadership programming. In addition, they will leverage 20 volunteers that will be engaged in mentoring the youth and providing direction on educational and career opportunities after their time at MLC.

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 Mystic Learning Center, Inc., 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).
- Review, research and develop improved workforce development programming for youth.
- Conduct program review and implement program improvements
- Conduct outreach to involve new area businesses, volunteers and speakers in youth employment programming
- Focus attention on the Peer Leaders and Leaders in Training during afternoon and evening programs, ensuring they are actively engaged, and receive supervision and support to be successful in their roles as junior staff
- Tutor and mentor youth and support youth to choose education and career options, as relevant to this service position
- Develop training and curriculum materials
- Monitor progress of program participants and report on outcomes
- Initiate strategic and succession planning activities for the two teen leader programs (ECY & LIT) and contribute to their sustainability plan
- Recruit and involve 20 new volunteers, including business leaders and young professionals, to serve as mentors for Peer Leaders and Leaders in Training
- Develop promotional materials and mentor duty descriptions to assist with volunteer recruitment and training
- Build relationships with youth, staff, parent and partners
- Meet with supervisor to check in on progress on a bi-weekly basis

Marginal

- Arrange field trips and job shadows, as relevant to this service position

- Participate in training and professional development opportunities
- Attend relevant meetings

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
- Previous experience or aptitude for working/volunteering with youth
- Background or interest in youth development
- Some experience or knowledge for working with special needs youth

Preferred

- Good communication, organization and planning skills

Member Benefits:

- **Stipend** of \$541.66 every other week while in service, up to \$13,000, minus taxes and withholdings;
- **Health insurance (full-time members only)**, 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;
- **Participation in afternoon and evening snacks** with youth when in programming at MLC, including dinner a few evenings per month.
- **Access to Tufts University Library** via partnership with MLC.
- **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: Monday-Thursday 12:00pm-8:30pm, Friday 12:00pm-6:00pm.

Application Instructions:

- To apply, submit a cover letter and resume as soon as possible, and no later than June 1, 2017 to Florence Bergmann, Executive Director Mystic Learning Center, Inc. 530 Mystic Avenue Room 103 Somerville, MA 02145, or email to mlcenter@verizon.net. Applications will be reviewed on a rolling basis, so early applications are preferred.

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

Mystic Learning Center, Inc., 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. Mystic Learning Center, Inc., welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.