



Commonwealth Corps Service Position Description



Northfield Mount Hermon Upward Bound

Commonwealth Corps Assistant Advisor

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 NMH Upward Bound 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.

NMH Upward Bound serves low-income and first generation youth in the highest poverty high schools in Western Mass. Commonwealth Corps Members will expand the capacity of the program by developing and creating two new partnerships, which will result in a new college mentoring program to serve non-UB students, and a new specialized scholarship search approach to be shared with all interested students in five high schools. Direct services to increase college access will be split between intensified services for UB and new services for Non UB students.

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 Northfield Mount Hermon Upward Bound, 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).
- Develop new alternative program at Turners Falls High School to serve 5 to 10 non-Upward Bound students who show need and motivation for assistance to go to college. This will involve training school staff on program services and curriculum such as financial aid, college applications, SAT prep, college and career exploration, and study skills in order to ensure sustainability beyond the term of the CC Member.

- Research and create a texting program aimed at improving college retention among UB graduates.
- Meet weekly with small caseload of non UB students to provide college search assistance, scholarship search assistance and to connect students to other resources and opportunities
- Recruit volunteers who will tutor, mentor, UB and non UB students and assist with UB events
- Help staff members to coordinate and expand our used textbook donation drive.
- Help academic advisor expand individualization in the afterschool enrichment program by providing college search help, financial aid help, tutoring, homework help and personal support tutoring, homework assistance, college search and scholarship search assistance.
- Develop improved recruitment, orientation and engagement materials for program
- Document manually and on database information related to services provided
- Transport students from schools, to program events, conferences, cultural events, college visits, and community service activities in program van as relevant to the service position.
- Assist with team projects such as creating materials, preparing curriculum, developing workshops and events, documenting processes and updating systems and databases related to service activities

Marginal

- Purchase and help organize, manage and transport snacks and supplies for afterschool program and special events as related to specific service position.
- Plan and implement special events, workshops, 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

- Experience working or volunteering with young people, preferably as a tutor
- Commitment to increasing access to higher education for underrepresented young people
- Strength in several academic areas, especially in math and/or English
- Excellent oral and written communication skills
- Computer skills or willingness to learn FileMaker Pro, Word, MailChimp, iMovie, Instagram
- Driver's license, safe driving record, access to reliable transportation

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;
- The opportunity for at least 10 (full-time) 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.
- Free lunch at NMH when NMH is in session and when member is on campus; and
- Opportunities to use NMH facilities and resources such as library, gym, pool, cultural events
- Paid membership in Massachusetts Educational Opportunity Association

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 (full-time) hours per week during the following days/times:
 - Most service will take place between 10-6, Mon-Fri with an average of one required evening or weekend day per month with advance notice.

Application Instructions:

To apply, submit a cover letter and resume Sharon Gralnick sgralnick-ub@nmhschool.org by May 15th, 2017. Early applications are encouraged.

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

Northfield Mount Hermon Upward Bound 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. Northfield Mount Hermon Upward Bound welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.