



Commonwealth Corps Service Position Description



Waltham Partnership for Youth Commonwealth Corps Teen Weekend Programming Innovator

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 Waltham Partnership for Youth 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.

The mission of the Waltham Partnership for Youth is to identify the needs of Waltham Youth and leverage resources to meet those needs. We are getting ready to launch an exciting new program that focuses on evening weekend opportunities for teens and offer much-needed programming on weekend nights. Commonwealth Corps members will help design this new program and will partner directly with teens to make sure they have a place to go on the weekends where they are safe and welcome, and where they can have fun, make new friends, and try new things. We will host 3 Commonwealth Corps Teen Weekend Programming Innovators, each of whom will focus on one of the following areas: Membership Development, Volunteer Management, or Special Event Coordination.

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 Waltham Partnership for Youth 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).
- Partner with two other CC members to design and implement teen program on Friday or Saturday night each weekend from 6:00 – 11:30pm.
- Meet weekly one afternoon per week with two other CC members and a group of teen leaders from Waltham High School to debrief previous weekend's programming and plan for the following weekend. (Specific day per week TBD based on schedules of selected members.)
- Recruit program attendees from and build relationships with youth one morning or afternoon per week at one of our partner agencies during their regular programming. Agencies include: the Boys and Girls Club, the Waltham Public Schools, and the Recreation Department.
- In addition each CC Member will focus in one of the following:
 - **Membership Development:** Manage teen membership. This includes researching and developing membership policies, recruiting and registering teens, and maintaining accurate records of membership, attendance, participation, and behavior.
 - **Volunteer Management:** Manage volunteer recruitment. This includes researching and establishing optimal adult-youth ratio for teen program; reaching out to resident and community partners to recruit volunteers to regularly attend teen program; developing protocols for training and supervising volunteers (with support from Executive Director), maintaining accurate and up-to-date records of volunteer attendance and participation.
 - **Special Event Coordination:** Coordinate special events. This includes reaching out to community volunteers to run workshops, host field trips, deliver performances, and/or other events of interest to the teens

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 teens
- Belief in the inherent worth of all young people and in their ability to succeed
- Strong work ethic

Preferred

- Familiarity with the tenets of Positive Youth Development
- A willingness to try new things
- Spanish or Haitian Creole proficiency

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 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 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.
- Access to resources at community partner agencies, including use of a small fitness room with cardio equipment at the Waltham Recreation Center and free child care at the Boys and Girls Club for any dependents.

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:
At least one weekday afternoon from 12-5pm (which must be arranged in partnership with other CC Members), as well as 3 weekend nights per month from 6-11:30pm (specific night per weekend will vary based on youth program scheduling but be scheduled with advance notice). Other hours may be scheduled flexibly between 9am-5pm Monday through Friday.

Application Instructions:

- To apply, submit a cover letter and resume no later than May 26th to Kaytie Dowcett, Executive Director, kdowcett@city.waltham.ma.us. Please specify which of the three focus areas you are most interested in: Membership Development, Volunteer Management, or Special Event Coordination. Applications should be submitted ASAP as selection will be on a rolling basis.

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

Waltham Partnership for Youth 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. Waltham Partnership for Youth welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.