



## AmeriCorps Ambassadors of Mentoring Program

### Youth Mentoring Program Coordinator

#### About AmeriCorps:

[AmeriCorps](#) is a national community service program that gives people an opportunity to apply their skills and ideals towards helping others and meeting critical needs in the community. The [AmeriCorps Ambassadors of Mentoring](#) is an AmeriCorps Program where members serve in mentoring programs across Massachusetts.

#### Organizational Description:

Mass Mentoring Partnership (MMP) is fueling the movement to expand empowering youth-adult relationships across Massachusetts. MMP serves hundreds of program partners statewide supporting thousands of youth in quality relationships. We work with mentoring programs and youth development organizations to assess programmatic needs and organizational capacity to provide customized strategies that strengthen youth, families, and communities.

#### Host Site Description:

The Boys & Girls Club of Greater Lowell is a 501(c)(3) nonprofit youth development organization that offers the most extensive and affordable afterschool and summer youth development programs in Lowell for ages 8 to 18. Its organizational vision is to end generational poverty in Greater Lowell. Youth in Lowell find within the Boys & Girls Club of Greater Lowell a safe haven, mentoring from caring role models, and skills-building opportunities to create positive change in these young people's lives. Programs include homework help, healthy lifestyle programs, career and college preparation, leadership groups, and Science, Technology, Engineering, Arts and Mathematics (STEAM) workshops. The Boys & Girls Club of Greater Lowell provides free nutritious meals to all youths, keep our membership fees low (\$30/school year and \$30/week summer), and offers scholarships to families in need. An average of 294 youths and teens each afterschool day and 257 youths and teens each summer weekday depend upon the Boys & Girls Club, and 93% of these youths are low-income.

#### Position description:

- Review and assess the existing Mentoring Program plan
- Research effective mentoring programs and strategies and propose changes based on the *Elements of Effective Practices of Mentoring*
- Assess and revise current training materials for mentors and mentees
- Create an onboarding and orientation system and supplemental materials for training new mentors
- Create a sign-up sheet for youth interested in the Mentoring Program
- Plan and implement recruitment events for both mentors and mentees at the Club
- Research and implement a matching system to help pair mentors with mentees and improve the longevity of the relationship
- Provide ongoing training and support for all mentors
- Supervise and observe mentor-mentee meetings which will take place at the Club
- Create mentor recruitment materials to be distributed throughout the Greater Lowell community
- Utilize the Mass Mentoring Partnership's Technical Assistance Project



- Develop a well-documented and concrete plan to be instilled at the organization for years to come
- Attend weekly Youth Services meetings at the Club
- Collaborate closely with the Volunteer Manager and Youth Services Manager

### **Program Summary:**

Twenty-Five AmeriCorps Ambassadors will complete a year of service from August 2019-June 2020. These members will be placed at one host site organization to build the capacity of youth mentoring programs and organizations in the areas of match support; marketing and mentor recruitment; mentor/mentee/parent training; and program development, evaluation, and startup.

All AmeriCorps Ambassadors of Mentoring will focus on volunteer mentor recruitment efforts in their host organization as well as work with other Corps members to complete a statewide community service project that benefits the field of mentoring in Massachusetts. AmeriCorps Ambassadors will be supervised by their host organization and the Mass Mentoring Partnership AmeriCorps Program Manager.

### **Basic Requirements:**

- Passion for working with diverse youth and families
- Strong critical thinking and problem-solving skills
- Flexible schedule/Ability to work occasional evenings/weekends
- Motivation and aptitude for networking and outreach
- Committed to actively recruiting, selecting, on-boarding and managing mentors
- Ability to plan, execute and document site-based group activities and off-site field trips
- Flexibility, patience, and a good sense of humor!

### **Additional Skills:**

- Experience/skill in effective group behavior management preferred
- Proficiency in Microsoft Word applications

### **AmeriCorps Service Requirements:**

- You must be a U.S. citizen, national, or legal permanent resident alien of the U.S. to be an AmeriCorps member
- Complete a minimum of 1,700 hours of documented service to complete the host site project
- Complete all required AmeriCorps documentation and monthly reporting
- Complete as a team one community service project to benefit the field of mentoring
- Maintain a service portfolio
- Commute to all corps-wide trainings and events to cultivate future non-profit leaders. (Reimbursements available for qualifying members)



- Responsibilities include attending a pre-orientation session, orientation, monthly corps meetings, a fall and mid-year retreat and two Program Day service planning sessions – Meetings located in Greater Boston
- Effectively manage time, projects, and meet competing demands
- Complete all professional development requirements as part of member contract

### **General Program Qualifications**

- BA/BS strongly preferred or equivalent experience
- Experience with and/or commitment to youth development
- A passion for volunteerism and community service
- The desire to work with diverse people, organizations and communities
- Strong writing and editing skills
- Some experience with marketing – material design, blogging and social media preferred
- Public speaking
- Interest in nonprofit organizations and their development
- Excellent organization and communication skills
- The ability to work independently and as part of a team
- Proven leadership and project management abilities
- Flexibility, adaptability, and a good sense of humor
- Positive attitude

### **Position Benefits:**

- A \$5920 educational award upon completion of service
- A Bi-weekly stipend
- Graduate certificate in Youth Development and Social Equity from Boston University
- Additional transportation reimbursement for qualifying members
- 250+ hours of professional training and networking opportunities in the mentoring field and the non-profit sector
- Free health care coverage
- Loan deferment and interest accrual payment for qualifying loans upon completion of service
- A nation-wide Alumni network
- A built-in network of AmeriCorps members and colleagues - with the potential to make lifelong friends!

### **To Apply:**

**If you are interested in applying please submit on our online portal [here](http://www.massmentors.org/ambassadors).** More information about the program can be found on our webpage at [www.massmentors.org/ambassadors](http://www.massmentors.org/ambassadors) including our full list of current open positions. **Note that 1 application is required PER each organization if you are applying to more than one.**



All applications require a resume that outlines how your skills and experience meet the qualifications of the Ambassador of Mentoring position and a cover letter stating how you heard about this opportunity and why you are interested in serving as an Ambassador, either in Word / PDF format and a list of 2 references.

We are interested in recruiting AmeriCorps members who call Massachusetts home. MMP is committed to building a culturally diverse staff and strongly encourages applications from persons with a disability, males, and minority candidates. Note: Positions are contingent upon continued CNCS grant funding.

**For more information or questions:**

Contact, Thomas McGee, Program Manager, [tmcgee@massmentors.org](mailto:tmcgee@massmentors.org)

*Mass Mentoring Partnership and its site partners are equal opportunity employers.*

*Mass Mentoring Partnership makes reasonable accommodations for individuals with disabilities for interviews as well as service term.*

*All positions acceptances are contingent upon a successful background check.*