



Steps to Success

AmeriCorps Massachusetts Promise Fellow

AmeriCorps Massachusetts Promise Fellows deliver the resources young people need to be successful in life by creating, managing, and leading meaningful out-of-school time programs for youth in grades 6-12. Fellow projects focus on and college and career exploration and academic enrichment.

The Massachusetts Promise Fellowship achieves this by placing AmeriCorps Fellows with schools, non-profit organizations and state/local government agencies that focus on fulfilling the needs of our youth by providing: *a caring adult, a safe place, a healthy start, a marketable skill, and an opportunity to give back.*

Service Description

Brookline, MA- STS Office, and Lincoln/Pierce/Coolidge Corner Schools-The MA Promise Fellow will lead our Teen Advantage Programming, providing 30-40 low-income 7th and 8th graders with academic support and access to high quality enrichment activities. Additionally, as a secondary role, the MA Promise Fellow will support the STS Director of Programs on other organizational projects. The program Assistant reports directly to the Director of Programs.

Essential Responsibilities

- Regularly serve in leadership role in Teen Advantage programming
 - Oversee TA staff, which may include: enrichment instructors, volunteers/interns, and others.
 - Develop and/or maintain partnerships with various Community Partners.
 - Ensure all enrichment activities/units include opportunities for acquisition and application of the following Social Emotional Learning skills: effective communication skills, positive relationships with peers, and engagement in learning.
 - Ensure all enrichment units include a culminating product or demonstration involving skills learned during that enrichment
 - Design and implement behavior management systems and develop strong routines and procedures for program.
 - Work with STS PSB Advisors, to recruit and maintain an enrollment of approximately 10-15 participants per site over the course of the school year.
 - Manage administrative duties such as daily attendance, newsletters, planning for family night events, and tracking related to achievement of program objectives/outcomes
 - Communicate regularly with PSB STS Advisors, Teachers & Parents about student progress and program updates.
- 7th/8th grade summer internship program (Summer Connections) coordination and support
- Coordination (in conjunction with staff committees) of 3 large scale events: STS KIDS Fair, STS Student Recognition Ceremony and STS Gala Fundraiser
- Data collection/ office assistance tasks related to student demographics, grant reporting, and other topics
- Outreach to STS Families
- Complete required MPF data and evaluation requirements
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the Commonwealth

Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115
masspromisefellows@northeastern.edu ♦ www.masspromisefellows.org

- Make a full-time, 11-month commitment

Qualifications

- Experience working with youth - in diverse classrooms, after-school, camp and/or residential settings strongly preferred but not required.
- Experience tracking and utilizing a data-driven approach. Experience working with SEL skills, frameworks, and tracking tools (specifically CASEL or SAYO) is strongly preferred but not required.
- Flexibility and creativity in relating to students in an out-of-school-time setting, while consistently demonstrating strong behavior management skills at the same time is required.
- Ability to engage in program leadership as well as to interact effectively with after school colleagues, school days staff and administrators, parents, and community partners is required.
- A willingness to learn to learn, and a deep connection to STS program's Mission and Core Values is required.
 - STS Mission: At Steps to Success, Inc., we promote equity for Brookline's students from low-income families by expanding their horizons, building upon their skills, and supporting their educational journey in order to maximize their life choices.
 - STS Core Values:
 - Create a community based on a culture of trust and engagement
 - Set a standard of high expectations for all
 - Acknowledge and embody the power of diversity to combat systemic inequality
 - Everything we do is student-centered
- Ability to work independently and take initiative
- Excellent organizational and communication skills
- Deep belief in the power and potential of young people to create social change
- Passionate about social justice and working with diverse communities
- Must be a US Citizen, US National or Permanent Resident Alien
- Must be willing to undergo a National Service Criminal History Check, including screenings through the National Sex Offender Public Website, a name-based search of the statewide criminal history registry both in Massachusetts and your state of residence upon application to our program (if not Massachusetts), and a fingerprint based FBI check.
*Eligibility to participate in MPF is contingent on the results of this screening

Fellow Schedule

Mon-Fri 9:30am to 5:30pm

Supervisor Name: Sarah Fowler

Supervisor Email: sarahfowler@stepstosuccessbrookline.org

Benefits

For an eleven month, full-time commitment and 1,700 hours of AmeriCorps service Fellows receive:
A taxable living allowance of up to \$15,500/year ♦ Excellent training opportunities ♦ FREE courses at Northeastern University in the College of Professional Studies & discounted courses upon successfully completing the service year ♦ Loan forbearance and an up to \$6,095 educational award ♦ Monthly travel allowance ♦ Career coaching and support ♦ Healthcare benefits

Contact Information

Apply ASAP! Applicants are hired on a rolling basis.

Visit [masspromisefellowapplication2019](#) to complete a general application and upload your letter of interest, resume and contact info for two references ASAP and before May 1st, 2019.

More Info

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Northeastern University
College of Professional Studies



- Interviews will take place during April and May, 2019 and reasonable accommodations will be made available for interviews upon request.
- Selection decisions will be made on or before July 1st, 2019. **All position offers will be provisional until 2019-2020 federal funding has been confirmed.**
- Program start date is August 5th, 2019
- More information about Steps to Success and the youth program can be found at <http://stepstosuccessbrookline.org/>
- Visit www.masspromisefellows.org for detailed program information

The Massachusetts Promise Fellowship is committed to providing equal opportunities. We serve and partner with diverse organizations, and are dedicated to non-discrimination. It is our policy to ensure that all individuals with whom we are in contact are treated equally without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation or expression, or veteran status. We require that all our partners make reasonable accommodations for interviews and service for any and all individuals with a permanent or temporary disability. We actively partner with organizations representing minority concerns and interests to build high-performing teams that mirror the communities we serve.

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