

About AmeriCorps and the North Shore AmeriCorps Program

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 North Shore AmeriCorps Program places 25 AmeriCorps members in schools and non-profit organizations throughout Lynn and Salem, MA, to help implement programs designed to reduce the school dropout rate among English Language Learners through tutoring, mentoring and family support services. Members complete at least one year of service, from September 2016 to August 2017. Collectively, the work of the Corps members ensures a holistic approach throughout the community to reduce the barriers to academic success among immigrant youth and their families. Corps members will be supervised primarily through their host organization or school, but also through the United Way Program Director.

Organizational Description:

United Way of Massachusetts Bay and Merrimack Valley is advancing the common good in our region by providing help today in ways that strengthen tomorrow. Our work ensures that children are ready to learn when they enter school, stay engaged in learning and graduate able to compete, and are nurtured by families that have the financial stability to support both their basic needs and future success. No other single organization has the scope, expertise and influence, to bring together hundreds of human services agencies, government, businesses, private foundations and dedicated volunteers around a common vision of creating maximum impact and achieving long-lasting results.

AmeriCorps Service Requirements:

- * Complete a minimum of 1700 hours of documented service over the course of one year
- * Attend all Corps wide training and learning sessions
- * Complete all required AmeriCorps documentation and reporting

Member Qualifications:

- * Experience with and/or commitment to youth development
- * 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
- * A strong passion for national and community service
- * The desire to work with diverse people, organizations and communities
- * Positive attitude, flexibility and adaptability
- * Must be a US Citizen or Permanent US Resident

Position Benefits:

- * \$528/semi-monthly taxable living allowance (\$12,735 annual allowance)
- * Paid health and dental insurance
- * Training and networking opportunities among a core groups of Corps members and other non profit professionals.
- * Access to the United Way network for resources after service is complete
- * \$5,550 Education Award upon completion of service

Positions Available:

- * Lynn Public Schools: 7 positions available (5 high school, 2 middle school)
- * Lynn Housing and Neighborhood Development (LHAND) 1 position available
- * Lynn YMCA: 2 positions available
- * Girls Inc. of Lynn: 2 positions available (1 middle school, 1 teen program)
- * New American Center: 1 position available
- * La Vida, Lynn: 1 position available
- * Children's Law Center, Lynn: 1 position available
- * Salem: 8 positions in schools available, 2 positions in community based organizations available.

AmeriCorps Member Hiring Timeline:

Reviewed as received with **priority deadline of May 1st, 2016** Applications submitted and reviewed. Applicants will be notified as applications are reviewed.

September 2nd, 2016 Registration day for incoming corps members at United Way in Boston

September 6th, 2016 Full time training and orientation for AmeriCorps members begin

September 19th, 2016 AmeriCorps members begin full time service at sites

FOR MORE INFORMATION ABOUT THE AMERICORPS POSITIONS AVAILABLE AT EACH SITE, PLEASE VISIT:
supportunitedway.org/what-we-do/supporting-youth/americorps-program/

For more information about the North Shore AmeriCorps Program and general information about the AmeriCorps positions, please contact:

Josh Waxman

jwaxman@supportunitedway.org

617-624-8131

United Way of Massachusetts Bay and Merrimack Valley is committed to hiring individuals who reflect the diversity of the community it serves.

North Shore AmeriCorps Program: Community Based Sites

About AmeriCorps:

AmeriCorps is a national community service program that gives people an opportunity to apply their skills and ideals toward helping others and meeting critical needs in the community. The North Shore AmeriCorps Program is an AmeriCorps Program where members serve in organizations throughout Lynn and Salem, MA to help implement programs designed to reduce the school dropout rate among immigrant students.

About United Way:

United Way of Massachusetts Bay and Merrimack Valley is advancing the common good in our region by providing help today in ways that strengthen tomorrow. Our work ensures that children are ready to learn when they enter school, stay engaged in learning and graduate able to compete, and are nurtured by families that have the financial stability to support both their basic needs and future success. No other single organization has the scope, expertise and influence to bring together hundreds of human services agencies, government, businesses, private foundations and dedicated volunteers around a common vision of creating maximum impact and achieving long-lasting results.

Program Summary:

Twenty Five AmeriCorps members will complete a year of service in Lynn or Salem, MA, from September 2016 to August 2017. Corps members will be placed in community agencies throughout Lynn and Salem to provide direct support to English Language Learning students and/or their families. Activities and engagement may include academic support, tutoring, mentoring, college awareness and preparation, and family support.

Collectively, the work of the Corps members will help to ensure a holistic approach throughout the community in order to reduce the barriers to academic success among immigrant children and their families. Corps members will be supervised by both their host organization and the United Way of Massachusetts Bay and Merrimack Valley Program Manager.

Members placed in community based sites will work with many different people within their agency as well as the community (whether it be Lynn or Salem). These sites host a multitude of services, and members must have open communication with their host supervisor so they can hone in on specific tasks that need to be accomplished, while keeping in mind AmeriCorps and program requirements. Members will also advocate for ELL students to their teachers, administrators, and staff to establish student and family support during the school year. Members in community based sites should also have open communication with any other member who interacts with any of their students. This creates wraparound services in which students come into contact with members in regards to their academics, extra curricular activities, and any family support needed. Members should also familiarize themselves with agencies throughout Lynn and Salem that can provide services for their students and use those agencies as extra resources.

AmeriCorps Service Requirements:

- Complete a minimum of 1700 hours of documented service over the course of one year
- Attend all Corps wide training and work sessions
- Complete all required AmeriCorps documentation and reporting

Additional Qualifications:

- High School or GED accepted; BA/BS strongly preferred
- Experience with and/or commitment to youth development
- 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
- A passion for national and community service
- The desire to work with diverse people, organizations and communities
- Positive attitude, flexibility and adaptability
- Must be a US Citizen or Permanent US Resident

Position Benefits:

- \$12,635 taxable living allowance will be made in bi-weekly installments
- Fully paid health insurance
- Training and networking opportunities among a core groups of Corps members and other non profit professionals
- Access to resources available at United Way of Massachusetts Bay
- \$5,550.00 Education Award upon completion of service

North Shore AmeriCorps Program: School Based Sites

About AmeriCorps:

AmeriCorps is a national community service program that gives people an opportunity to apply their skills and ideals toward helping others and meeting critical needs in the community. The North Shore AmeriCorps Program is an AmeriCorps Program where members serve in organizations throughout Lynn and Salem, MA to help implement programs designed to reduce the school dropout rate among immigrant students.

About United Way:

United Way of Massachusetts Bay and Merrimack Valley is advancing the common good in our region by providing help today in ways that strengthen tomorrow. Our work ensures that children are ready to learn when they enter school, stay engaged in learning and graduate able to compete, and are nurtured by families that have the financial stability to support both their basic needs and future success. No other single organization has the scope, expertise and influence to bring together hundreds of human services agencies, government, businesses, private foundations and dedicated volunteers around a common vision of creating maximum impact and achieving long-lasting results.

Program Summary:

Twenty-Five AmeriCorps members will complete a year of service in Lynn or Salem, MA, from September 2016 to August 2017. Corps members will be placed in community agencies throughout Lynn and Salem to provide direct support to English Language Learning students and/or their families. Activities and engagement may include academic support, tutoring, mentoring, college awareness and preparation, and family support.

Collectively, the work of the Corps members will help to ensure a holistic approach throughout the community in order to reduce the barriers to academic success among immigrant children and their families. Corps members will be supervised by both their host organization and the United Way of Massachusetts Bay and Merrimack Valley Program Manager.

Within the school based sites in the North Shore AmeriCorps Program, members will engage with multiple administrators, faculty/staff, and students to ensure academic support, tutoring, mentoring, academic engagement, after school support that can come in multiple forms (i.e. after school homework help, specific class tutoring, or creating a safe space for ELL students to voice concerns). Members will often be tasked with following specific students in each classroom once rapport with teachers is established. Members will also advocate for ELL students to teachers, administrators, and staff to establish student and family support during the school year. After building rapport with students, members will be asked by teachers or students to help students create resumes, apply for jobs, look up other academic resources, and provide ongoing support throughout the year. School site members should also use community based members as resources throughout the year; often wraparound services can benefit students.

AmeriCorps Service Requirements:

- Complete a minimum of 1700 hours of documented service over the course of one year
- Attend all Corps wide training and work sessions
- Complete all required AmeriCorps documentation and reporting

Additional Qualifications:

- High School or GED accepted; BA/BS strongly preferred
- Experience with and/or commitment to youth development
- 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
- A passion for national and community service
- The desire to work with diverse people, organizations and communities
- Positive attitude, flexibility and adaptability
- Must be a US Citizen or Permanent US Resident

Position Benefits:

- \$12,635 taxable living allowance will be made in bi-weekly installments
- Fully paid health insurance
- Training and networking opportunities among a core groups of Corps members and other non profit professionals
- Access to resources available at United Way of Massachusetts Bay
- \$5,550.00 Education Award upon completion of service

Unaccompanied Immigrant Minors Program Assistant: AmeriCorps Member, North Shore AmeriCorps Program

About AmeriCorps:

AmeriCorps is a national community service program that gives people an opportunity to apply their skills and ideals toward helping others and meeting critical needs in the community. The North Shore AmeriCorps Program is an AmeriCorps Program where members serve in organizations throughout Lynn and Salem, MA to help implement programs designed to reduce the school dropout rate among immigrant students.

About United Way:

United Way of Massachusetts Bay and Merrimack Valley is advancing the common good in our region by providing help today in ways that strengthen tomorrow. Our work ensures that children are ready to learn when they enter school, stay engaged in learning and graduate able to compete, and are nurtured by families that have the financial stability to support both their basic needs and future success. No other single organization has the scope, expertise, and influence to bring together hundreds of human services agencies, government, businesses, private foundations and dedicated volunteers around a common vision of creating maximum impact and achieving long-lasting results.

Program Summary:

Twenty Five AmeriCorps members will complete a year of service in Lynn or Salem, MA, from September 2016 to August 2017. Corps members will be placed in community agencies throughout Lynn and Salem to provide direct support to English Language Learning students and/or their families. Activities and engagement may include academic support, tutoring, mentoring, college awareness and preparation, and family support.

Collectively, the work of the Corps members will help to ensure a holistic approach throughout the community in order to reduce the barriers to academic success among immigrant children and their families. Corps members will be supervised by both their host organization and the United Way of Massachusetts Bay and Merrimack Valley Program Manager.

HOST SITE NAME: Children's Law Center of Massachusetts, Inc. (CLCM)

About Host Site: The Children's Law Center of Massachusetts is a non-profit that protects and advances the rights of low-income, high-risk children, from newborns to 22 years, by offering free legal assistance and related services before the courts and administrative agencies of the Commonwealth in abuse & neglect, education, immigration, mental health and juvenile justice matters. A primary focus area of the Law Center over the past four years, and the subject of this United Way/AmeriCorps Project, is the representation of unaccompanied



immigrant children, primarily from Central America, in custody, education, and immigration cases. For more information about the Children's Law Center, visit www.clcm.org

BRIEF DESCRIPTION of POSITION:

The AmeriCorps member will work closely with a CLCM staff attorney to serve a Lynn-based community of unaccompanied immigrant children, primarily from Guatemala, on issues such as defending against deportation and securing education, health care and basic sustenance services. Specific functions of the member will involve outreach, translation, research, resource gathering, collaborations with other AmeriCorps providers, and various policy-based endeavors.

Essential Position Responsibilities

- Conduct outreach to unaccompanied immigrant youth, primarily those children from the Guatemalan community of Lynn
- Handle intake calls regarding unaccompanied immigrant youth and related matters
- Make referrals of youth and caretakers to appropriate community service agencies
- Assist Children's Law Center legal staff with advocacy around immigration, education services, health and mental health care, and related matters
- Develop an expertise in the local and regional support system for unaccompanied youth and share such knowledge and train staff of other community agencies
- Assist CLCM attorneys with legal representation of unaccompanied immigrant youth
- Help collect and compile data regarding unaccompanied immigrant youth, including short and long-term outcomes
- Attend and participate in community meetings and local coalitions focused on issues that affect unaccompanied immigrant youth
- Collaborate with community parties to enhance service delivery through CLCM
- Provide translation services as needed within office and at formal hearings

AmeriCorps Service Requirements:

- Complete a minimum of 1700 hours of documented service over the course of one year
- Attend all Corps wide training and work sessions
- Complete all required AmeriCorps documentation and reporting

Qualifications of Ideal Candidate

- BA/BS strongly preferred
- Fluency in Spanish required
- Commitment to and experience working with Latino community
- Commitment to economic and social justice
- Knowledge of and experience working with the Guatemalan immigrant community
- Warm, empathetic personality with ability to engender trust among diverse, often fearful clients



Additional Qualifications:

- High School or GED accepted; BA/BS strongly preferred
- Experience with and/or commitment to youth development
- 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
- A passion for national and community service
- The desire to work with diverse people, organizations and communities
- Positive attitude, flexibility and adaptability
- Must be a US Citizen or Permanent US Resident

Position Benefits:

- \$12,635 taxable living allowance will be made in bi-weekly installments
- Fully paid health insurance
- Training and networking opportunities among a core groups of Corps members and other non profit professionals
- Access to resources available at United Way of Massachusetts Bay
- \$5,550.00 Education Award upon completion of service

TO APPLY OR FOR MORE INFORMATION:

Jay McManus, Director
Children's Law Center of Massachusetts
781-244-1440
j.mcmanus@clcm.org

United Way of Massachusetts Bay is committed to fostering a work environment characterized by dignity and respect. Our workforce is diverse and is reflective of our community. We wish to celebrate our diversity and create an environment in which each individual's skills and talents are best utilized to help us achieve our goals. Discrimination, of any kind, is not consistent with our mission and values, and will not be tolerated. United Way is committed to the inclusion of people with disabilities as members and provides reasonable accommodations for the application process, interviews and service upon request.



Position Title: North Shore AmeriCorps Program-Middle School Mentor and Family Engagement Specialist

About AmeriCorps: AmeriCorps is a national community service program that gives people an opportunity to apply their skills and ideals toward helping others and meeting critical needs in the community. The North Shore AmeriCorps Program is an AmeriCorps Program where members serve in organizations throughout Lynn and Salem, MA to help implement programs designed to reduce the school dropout rate among immigrant students.

About United Way: United Way of Massachusetts Bay and Merrimack Valley is advancing the common good in our region by providing help today in ways that strengthen tomorrow. Our work ensures that children are ready to learn when they enter school, stay engaged in learning and graduate able to compete, and are nurtured by families that have the financial stability to support both their basic needs and future success. No other single organization has the scope, expertise and influences to bring together hundreds of human services agencies, government, businesses, private foundations and dedicated volunteers around a common vision of creating maximum impact and achieving long-lasting results.

Program Summary: Twenty-Five AmeriCorps members will complete a year of service in Lynn or Salem, MA, from September 2016 to August 2017. Corps members will be placed in community agencies throughout Lynn and Salem to provide direct support to English Language Learning students and/or their families. Activities and engagement may include academic support, tutoring, mentoring, college awareness and preparation, and family support.

Collectively, the work of the Corps members will help to ensure a holistic approach throughout the community in order to reduce the barriers to academic success among immigrant children and their families. Corps members will be supervised by both their host organization and the United Way of Massachusetts Bay and Merrimack Valley Program Manager.

HOST SITE NAME: Girls Incorporated of Lynn

About Host Site (Brief description): Girls Incorporated of Lynn is a nonprofit organization dedicated to inspiring all girls to be Strong, Smart, and Bold®. For sixty-nine years, Girls Incorporated of Lynn has responded to the changing needs of girls and their families by providing essential resources and challenging programs to disadvantaged, low-income girls. Since its founding in 1942, Girls Inc. of Lynn has been widely recognized and respected for the powerful and positive impact it has had on generations of girls and women. Our programs are delivered in a safe and supportive girl- focused environment where all girls can be themselves and are empowered to achieve their personal best.

BRIEF DESCRIPTION of POSITION: The North Shore AmeriCorps member – middle

school will be responsible for engaging English language learner members by assisting with recruitment and the enrollment process. The AmeriCorps member will provide academic support to the ELL members of the middle school program, serve as mentor to four days week, act liaison between non- English speaking parents and the program. The AmeriCorps member will assist with coordination and facilitation of the middle school program's family engagement component which includes writing and distributing a monthly bilingual newsletter, updating social media and planning and implementation on bi- monthly family nights.

AmeriCorps Service Requirements:

- Complete a minimum of 1700 hours of documented service over the course of one year
- Attend all Corps wide training and work sessions
- Complete all required AmeriCorps documentation and reporting

Position Responsibilities

- Assist with member recruitment and enrollment
- Build relationships with ELL guidance counselors and ELL teachers at Lynn middle schools
- Provide family support to ELL girls and their families, including engaging parents in their daughter's academic needs.
- Work collaboratively with Girls Inc. staff to provide a safe, secure, pro-girl environment
- Provide academic support in the form of homework help and tutoring
- Mentor a four middle school members four days a week
- Assist with the coordination and implementation of the family engagement component of the program
- Serve as a liaison between ELL/ESL, non-English speaking parents and the program
- Serve as liaison between the ESL members and the program including facilitate relationship building between the ESL members and the other girls and staff; ensure that ESL members are aware of program opportunities and services. Non -Essential Responsibilities Program transportation Supply ordering

Qualifications of Ideal Candidate

- Multi-lingual preferable: English & Spanish, Khmer, Portuguese, Haitian Creole
- Familiarity with community of Lynn and the Lynn Public Schools
- Experience working with youth, preferably girls and/or urban youth ages 12-15 an informal educational and/or recreational setting

- Enthusiasm and excitement for working with teen girls
- Demonstrated ability to be professional, creative, innovative and flexible
- Team building skills are a plus
- Strong written and oral communication skills
- Technology proficient

Additional Qualifications:

- High School or GED accepted; BA/BS strongly preferred
- Experience with and/or commitment to youth development
- 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
- A passion for national and community service
- The desire to work with diverse people, organizations and communities
- Positive attitude, flexibility and adaptability
- Must be a US Citizen or Permanent US Resident

Position Benefits:

- \$12,635 taxable living allowance will be made in bi-weekly installments
- Fully paid health insurance
- Training and networking opportunities among a core groups of Corps members and other non profit professionals
- Access to resources available at United Way of Massachusetts Bay
- \$5,550.00 Education Award upon completion of service

TO APPLY OR FOR MORE INFORMATION: Lena Crowley, Director of Middle School Programs 781-592-9744 x 230 lecrowley@girlsinclynn.org Girls Incorporated of Lynn 50 High Street Lynn MA 01902

United Way of Massachusetts Bay is committed to fostering a work environment characterized by dignity and respect. Our workforce is diverse and is reflective of our community. We wish to celebrate our diversity and create an environment in which each individual's skills and talents are best utilized to help us achieve our goals. Discrimination, of any kind, is not consistent with our mission and values, and will not be tolerated. United Way is committed to the inclusion of people with disabilities as members and provides reasonable accommodations for the application process, interviews and service upon request.

Position Title: The North Shore AmeriCorps Program: Academic Advisor for Teen Programs

About AmeriCorps: AmeriCorps is a national community service program that gives people an opportunity to apply their skills and ideals toward helping others and meeting critical needs in the community. The North Shore AmeriCorps Program is an AmeriCorps Program where members serve in organizations throughout Lynn and Salem, MA to help implement programs designed to reduce the school dropout rate among immigrant students.

About United Way: United Way of Massachusetts Bay and Merrimack Valley is advancing the common good in our region by providing help today in ways that strengthen tomorrow. Our work ensures that children are ready to learn when they enter school, stay engaged in learning and graduate able to compete, and are nurtured by families that have the financial stability to support both their basic needs and future success. No other single organization has the scope, expertise and influences to bring together hundreds of human services agencies, government, businesses, private foundations and dedicated volunteers around a common vision of creating maximum impact and achieving long--

-lasting re

Program Summary: Twenty Five AmeriCorps members will complete a year of service in Lynn or Salem, MA, from September 2016 to August 2017. Corps members will be placed in community agencies throughout Lynn and Salem to provide direct support to English Language Learning students and/or their families. Activities and engagement may include academic support, tutoring, mentoring, college awareness and preparation, and family support.

Collectively, the work of the Corps members will help to ensure a holistic approach throughout the community in order to reduce the barriers to academic success among immigrant children and their families. Corps members will be supervised by both their host organization and the United Way of Massachusetts Bay and Merrimack Valley Program Manager.

HOST SITE NAME: Girls Incorporated of Lynn

About Host Site (Brief description): The mission of Girls Inc. of Lynn is to inspire all girls to be strong, smart, and bold by meeting the needs of girls in the community, developing girls' capacity to overcome the effects of discrimination and be self-sufficient, responsible members of the community, and by serving as a vigorous advocate for all girls. Girls Inc. of Lynn has been operating since 1942, serving girls ages 5-18 emphasizing six core themes: self-reliance & life skills; careers & life planning; leadership & community action; health & sexuality; culture & heritage; sports & adventure.

BRIEF DESCRIPTION of POSITION: The North Shore AmeriCorps member at Girls

Inc. of Lynn's Teen programs will provide English Language Learners with academic and tutoring support, mentoring, family support, for girls ages 14-18. This AmeriCorps member will also coordinate the Reading Sisters program; facilitating teen volunteers who read with and provide literacy activities to girls in our school age childcare program.

AmeriCorps Service Requirements:

- Complete a minimum of 1700 hours of documented service over the course of one year
- Attend all Corps wide training and work sessions
 - Complete all required AmeriCorps documentation and reporting

Essential Position Responsibilities

- Serve as the Academic Advisor for Teen Programs
- Assist English Language Learners with homework, academics, and tutoring
- Coordinate the Reading Sisters program; facilitate teen center volunteers providing literacy activities for school aged childcare girls (many of whom are English language learners).
- Build relationships with ELL guidance counselors and ELL teachers at Lynn high schools
- Weekly mentoring sessions (2 on 1) with English language learners to develop individualized academic support plans to teens' specific needs.
- Provide family support to ELL girls and their families, including engaging parents in their daughter's academic needs.
- Identify participants to be recruited for the program. Including but not limited to: English language learners who have faced an academic challenge over the past two years (i.e. received a D or F on a report card, been held back, or identified by teachers or guidance counselors as needing additional academic support.
- Work collaboratively with Girls Inc. staff to provide a safe, secure, pro-- -girl environment.
- Collect and track report cards and progress reports.
- Daily management of the Learning Center.
- Serve as a liaison between ELL/ESL, non-- -English spe Inc. of Lynn.
- Serve as a liaison between ELL/ESL members and the program, including relationship building between members, girls, and staff; ensure that ELL members are aware of and have access to programming.

- Recruit and coordinate tutors to assist girls academically.
- Assist with Teen Center recruitment.
- Assist staff with field trips, events and social emotional programming for girls as needed.

- Carry out additional duties as requested by the Career and Learning Center Coordinator. Non--

-Essential Position Responsibility

- Provide transportation support by driving organization van.
- Overnight field trips with teens.

Qualifications of Ideal Candidate

- Multilingual preferred: English & Spanish, Portuguese, Haitian Creole, Khmer Additional Qualifications:

- High School or GED accepted; BA/BS strongly preferred
- Experience with and/or commitment to youth development
- 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
- A passion for national and community service
- The desire to work with diverse people, organizations and communities
- Positive attitude, flexibility and adaptability

- Must be a US Citizen or Permanent US Resident Position Benefits:

- \$12,635 taxable living allowance will be made in bi--
- Fully paid health insurance
- Training and networking opportunities among a core groups of Corps members and other non profit professionals
- Access to resources available at United Way of Massachusetts Bay
- \$5,550.00 Education Award upon completion of service

-weekly installment

TO APPLY OR FOR MORE INFORMATION: Please send résumé and cover letter to Karyn King Fargo at kfargo@girlsinclynn.org

United Way of Massachusetts Bay is committed to fostering a work environment characterized by dignity and respect. Our workforce is diverse and is reflective of our community. We wish to celebrate our diversity and create an environment in which each

individual's skills and talents are best utilized to help us achieve our goals. Discrimination, of any kind, is not consistent with our mission and values, and will not be tolerated. United Way is committed to the inclusion of people with disabilities as members and provides reasonable accommodations for the application process, interviews and service upon request.

Position Title: The North Shore Americorps Program: Mentoring / Tutoring Coordinator

About AmeriCorps: AmeriCorps is a national community service program that gives people an opportunity to apply their skills and ideals toward helping others and meeting critical needs in the community. The North Shore AmeriCorps Program is an AmeriCorps Program where members serve in organizations throughout Lynn and Salem, MA to help implement programs designed to reduce the school dropout rate among immigrant students.

About United Way: United Way of Massachusetts Bay and Merrimack Valley is advancing the common good in our region by providing help today in ways that strengthen tomorrow. Our work ensures that children are ready to learn when they enter school, stay engaged in learning and graduate able to compete, and are nurtured by families that have the financial stability to support both their basic needs and future success. No other single organization has the scope, expertise and influence to bring together hundreds of human services agencies, government, businesses, private foundations and dedicated volunteers around a common vision of creating maximum impact and achieving long-lasting results.

Program Summary: Twenty Five AmeriCorps members will complete a year of service in Lynn or Salem, MA, from September 2016 to August 2017. Corps members will be placed in community agencies throughout Lynn and Salem to provide direct support to English Language Learning students and/or their families. Activities and engagement may include academic support, tutoring, mentoring, college awareness and preparation, and family support.

Collectively, the work of the Corps members will help to ensure a holistic approach throughout the community in order to reduce the barriers to academic success among immigrant children and their families. Corps members will be supervised by both their host organization and the United Way of Massachusetts Bay and Merrimack Valley Program Manager.

Host Site: La Vida Inc.

About Host Site:

La Vida Inc. has been serving the needs of Lynn's Latino immigrant community since 1996. In 2001, LVI started its first after-school program to provide middle and high school students with the necessary skills, guidance, and support to help them reach their fullest potential academically. We expanded in 2007 by creating the La Vida Scholars program for high-achieving high school students. In order to focus more thoroughly on the needs of these students and their families, La Vida closed its other programs in 2011, so that La Vida Scholars is now the organization's sole program. Since its founding, La Vida Inc has been housed at St. Joseph's Parish Center, 29 Green Street.

Brief Description of Position:

The AmeriCorps member would oversee the mentoring program with the 20- 10th grade La Vida Scholar participants, oversee the tutoring of all La Vida Scholars in 10-12 grade who require help (usually 6-8 students), and organize the mentoring program between the 12 La Vida Scholar seniors and 12 La Vida Scholar graduates who are currently college students by maintaining communication with the graduates. AmeriCorps Service Requirements:

- Complete a minimum of 1700 hours of documented service over the course of one year
- Attend all Corps wide training and work sessions
 - Complete all required AmeriCorps documentation and reporting

Essential Position Responsibilities

- To provide mentoring to La Vida Scholar (LVS) 10th grade class.
- To tutor LVS students as well as coordinate tutoring between LVS students and outside tutors, or LVS graduates.
- To train LVS graduates to mentor LVS seniors via phone and email during the Fall and Winter of senior year.
- To keep track of and mentor LVS graduates who are currently in college to make sure they are successful in their pursuit of a college degree.

Non-essential Position Responsibilities

- To participate in weekly staff meetings
- To participate in weekly program activities
- To close and secure the organization office space as needed
- To participate in regular campus visits with the students

1. Mentoring LVS students in 10th grade

Break the 10th grade class into 5 groups of 4 and schedule small group mentoring meetings with these students twice a month. These sessions will provide a forum for students to sort through their aspirations and fears about the college process as well as the direction they are contemplating for their careers.

2. Tutoring LVS Students (10th -12th grade)

- a. Monitor LVS students' progress with grades at each grade report. Arrange for tutoring assistance for those students whose grade drops below a B.
- b. Submit a weekly report to the Program Coordinator about all meetings and tutoring arrangements.

3. Mentoring LVS Seniors

- a. Identify LVS graduates who are willing to act as mentors to the LVS Seniors.
- b. Provide training for the LVS graduates so they understand what the role of mentor entails.
- c. Arrange several group introduction meetings in which graduates and seniors can interact and get to know one another face to face in a group setting.
- d. Compile a monthly report from the communications from the LVS graduates about the progress to be given to the Program Coordinator

4. Contacting LVS Graduates in College

- a. Sending out emails and making phone calls to LVS in college to check on their academic progress, their financial condition and emotional need
- b. Reporting to the Executive Director concerning any needs that are revealed

Additional Qualifications:

- High School or GED accepted; BA/BS strongly preferred
- Experience with and/or commitment to youth development
- 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
- A passion for national and community service
- The desire to work with diverse people, organizations and communities
- Positive attitude, flexibility and adaptability
- Must be a US Citizen or Permanent US Resident

Position Benefits:

- \$12,635 taxable living allowance will be made in bi-weekly installments
- Fully paid health insurance
- Training and networking opportunities among a core groups of Corps members and other non profit professionals
- Access to resources available at United Way of Massachusetts Bay
- \$5,550.00 Education Award upon completion of service

**TO APPLY OR FOR MORE INFORMATION: Dave Zagunis: Executive Director, La Vida Inc.120 Munroe St, Lynn, MA 01902 P: 781-586-0193 , F: 781-586-0196
davez@la-vida.org www.la-vida.org**

United Way of Massachusetts Bay is committed to fostering a work environment characterized by dignity and respect. Our workforce is diverse and is reflective of our community. We wish to celebrate our diversity and create an environment in which each individual's skills and talents are best utilized to help us achieve our goals. Discrimination, of any kind, is not consistent with our mission and values, and will not be tolerated. United Way is committed to the inclusion of people with disabilities as members and provides reasonable accommodations for the application process, interviews and service upon request.

Position Title: AmeriCorps Member, North Shore AmeriCorps Program

About AmeriCorps:

AmeriCorps is a national community service program that gives people an opportunity to apply their skills and ideals toward helping others and meeting critical needs in the community. The North Shore AmeriCorps Program is an AmeriCorps Program where members serve in organizations throughout Lynn and Salem, MA to help implement programs designed to reduce the school dropout rate among immigrant students.

About United Way:

United Way of Massachusetts Bay and Merrimack Valley is advancing the common good in our region by providing help today in ways that strengthen tomorrow. Our work ensures that children are ready to learn when they enter school, stay engaged in learning and graduate able to compete, and are nurtured by families that have the financial stability to support both their basic needs and future success. No other single organization has the scope, expertise and influence to bring together hundreds of human services agencies, government, businesses, private foundations and dedicated volunteers around a common vision of creating maximum impact and achieving long-lasting results.

Program Summary:

Twenty Five AmeriCorps members will complete a year of service in Lynn or Salem, MA, from September 2016 to August 2017. Corps members will be placed in community agencies throughout Lynn and Salem to provide direct support to English Language Learning students and/or their families. Activities and engagement may include academic support, tutoring, mentoring, college awareness and preparation, and family support.

Collectively, the work of the Corps members will help to ensure a holistic approach throughout the community in order to reduce the barriers to academic success among immigrant children and their families. Corps members will be supervised by both their host organization and the United Way of Massachusetts Bay and Merrimack Valley Program Manager.

HOST SITE NAME: Lynn Housing Authority & Neighborhood Development

About Host Site (Brief description):

Since 1948 the Lynn Housing Authority & Neighborhood Development (LHAND) has had a mission of assisting low and moderate-income families and individuals with safe and affordable housing. In addition to providing housing opportunities, LHAND is also creating programs which will improve the lives of residents and serve as catalysts for the transformation from dependency to economic self-sufficiency



BRIEF DESCRIPTION of POSITION: The AmeriCorps position will be working in the newly opened Financial Stability Center in Lynn. The position will work as an income support specialist, Benefits Coach, providing direct services to low to moderate income individuals who are enrolled as participants in the program. This position will assist clients in finding ways to supplement their income, or reduce their expenses through benefits referred to as income supports. The income supports specialist will work with the employment and financial coaches to ensure that the client is getting assistance across these three major service areas.

AmeriCorps Service Requirements:

- Complete a minimum of 1700 hours of documented service over the course of one year
- Attend all Corps wide training and work sessions
- Complete all required AmeriCorps documentation and reporting

Essential Position Responsibilities

- Provide one-on-one income support counseling to program participants
- Conduct a general benefits screening
- Discuss all benefits for which the client is eligible for
- Assist the client through the application process, as needed
- Understand other services offered by the agency such as the employment services, financial coaching and connect the client to these services
- Maintain contact with the client and monitor the status of their applications

Non-Essential Position Responsibilities

- Conduct workshops as a means of outreach and education
- Develop workshop materials to meet the needs of the community
- Develop relationships with local government offices and community organizations
- Participate in weekly team meetings

Qualifications of Ideal Candidate

- A propensity to learn benefits programs rules and requirements
- Competent at following directions, filling out forms, and applications (both paper and online)
- Bachelor's degree from a four year accredited institution preferred
- Previous work experience in the social services sector preferred
- Strong communication skills. Must be able to communicate effectively with clients and FSC team members.
- The ability to provide services in a culturally sensitive manner



- **Proficient in Microsoft Word, Excel, and PowerPoint**
- **Internet and Resource Savvy**

Additional Qualifications:

- High School or GED accepted; BA/BS strongly preferred
- Experience with and/or commitment to youth development
- 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
- A passion for national and community service
- The desire to work with diverse people, organizations and communities
- Positive attitude, flexibility and adaptability
- Must be a US Citizen or Permanent US Resident

Position Benefits:

- \$12,635 taxable living allowance will be made in bi-weekly installments
- Fully paid health insurance
- Training and networking opportunities among a core groups of Corps members and other non profit professionals
- Access to resources available at United Way of Massachusetts Bay
- \$5,550.00 Education Award upon completion of service

TO APPLY OR FOR MORE INFORMATION:

Host Site Supervisor Contact Information

United Way of Massachusetts Bay is committed to fostering a work environment characterized by dignity and respect. Our workforce is diverse and is reflective of our community. We wish to celebrate our diversity and create an environment in which each individual's skills and talents are best utilized to help us achieve our goals. Discrimination, of any kind, is not consistent with our mission and values, and will not be tolerated. United Way is committed to the inclusion of people with disabilities as members and provides reasonable accommodations for the application process, interviews and service upon request.



Position Title: AmeriCorps Graduation Coach

About AmeriCorps:

AmeriCorps is a national community service program that gives people an opportunity to apply their skills and ideals toward helping others and meeting critical needs in the community. The North Shore AmeriCorps Program is an AmeriCorps Program where members serve in organizations throughout Lynn and Salem, MA to help implement programs designed to reduce the school dropout rate among immigrant students.

About United Way:

United Way of Massachusetts Bay and Merrimack Valley is advancing the common good in our region by providing help today in ways that strengthen tomorrow. Our work ensures that children are ready to learn when they enter school, stay engaged in learning and graduate able to compete, and are nurtured by families that have the financial stability to support both their basic needs and future success. No other single organization has the scope, expertise and influence to bring together hundreds of human services agencies, government, businesses, private foundations and dedicated volunteers around a common vision of creating maximum impact and achieving long-lasting results.

Program Summary:

Twenty-Five AmeriCorps members will complete a year of service in Lynn or Salem, MA, from September 2016 to August 2017. Corps members will be placed in community agencies throughout Lynn and Salem to provide direct support to English Language Learning students and/or their families. Activities and engagement may include academic support, tutoring, mentoring, college awareness and preparation, and family support.

Collectively, the work of the Corps members will help to ensure a holistic approach throughout the community in order to reduce the barriers to academic success among immigrant children and their families. Corps members will be supervised by both their host organization and the United Way of Massachusetts Bay and Merrimack Valley Program Manager.

HOST SITE NAME:

BRIEF DESCRIPTION of POSITION:

ELL Support

Within each high school, the member will work with the ELL department head, and will be assigned a group of students to support. These students will include all levels of ELL students. The school and district will work with the AmeriCorps member to facilitate introductions with the students and support tutoring and mentoring time after school and during study halls where possible. After school, at least



one day a week, will be a designated time to support this specific group of students. The Corps member will also work with the ELL guidance counselor to provide academic support to students as needed and as schedules allow.

Dropout Prevention Program Support

Additionally, the AmeriCorps member will work with the school and district to become a support for the dropout prevention program. The member will work closely with a team of dropout prevention specialists and help them complete various associated tasks. Some regular duties will include: assist with attendance monitoring of dropout prevention cohort students; make phone calls home to families; provide after-school tutoring; help coordinate planned activities and events. After-school tutoring will be scheduled separately from after-school ELL tutoring, and it will be coordinated by the district and dropout prevention teams in each school. The AmeriCorps member will rotate through dropout prevention rooms after school on a regularly scheduled basis.

Essential Position Responsibilities

- Review the academic data regarding students identified as needing academic support and/or dropout preventions support.
- Assist with the development and delivery of differentiated lessons and assessments in core ELL academic areas.
- Work with individual and/or small groups of students to provide academic support and clarification when necessary.
- Monitor student progress amongst subject areas.
- Work with new students who enter later in the school year to help fill in gaps in schooling.
- Assist ELL students who have been identified as needing dropout prevention support.
- Mentor and tutor small groups of students after school.

Non-Essential Position Responsibilities

- Help organize events related to the ELL department and the Dropout Prevention team.
- Help with miscellaneous office tasks for the LPS central office when regular school is not in session. (These tasks could include filing; data collection/entry; clean-out tasks; and possibly light lifting of boxes.)

Qualifications of Ideal Candidate

- Bachelor's degree and/or Master's degree in education or education-related field.
- Ability and willingness to assist in Math skills tutoring.
- Experience working with youth.
- Bilingual English/Spanish.



AmeriCorps Service Requirements:

- Complete a minimum of 1700 hours of documented service over the course of one year
- Attend all Corps wide training and work sessions
- Complete all required AmeriCorps documentation and reporting

Additional Qualifications:

- High School or GED accepted; BA/BS strongly preferred
- Experience with and/or commitment to youth development
- 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
- A passion for national and community service
- The desire to work with diverse people, organizations and communities
- Positive attitude, flexibility and adaptability
- Must be a US Citizen or Permanent US Resident

Position Benefits:

- \$12,635 taxable living allowance will be made in bi-weekly installments
- Fully paid health insurance
- Training and networking opportunities among a core groups of Corps members and other non profit professionals
- Access to resources available at United Way of Massachusetts Bay
- \$5,550.00 Education Award upon completion of service

TO APPLY OR FOR MORE INFORMATION, PLEASE CONTACT:

Shannon Gardner
Program Specialist, Race to the Top
Lynn Public Schools
781-477-7220, ext. 3123
GARDNERS@lynnschools.org

United Way of Massachusetts Bay is committed to fostering a work environment characterized by dignity and respect. Our workforce is diverse and is reflective of our community. We wish to celebrate our diversity and create an environment in which each individual's skills and talents are best utilized to help us achieve our goals. Discrimination, of any kind, is not consistent with our mission and values, and will not be tolerated. United Way is committed to the inclusion of people with disabilities as members and provides reasonable accommodations for the application process, interviews and service upon request.



Position Title: Lynn Y Middle School Coordinator

About AmeriCorps: AmeriCorps is a national community service program that gives people an opportunity to apply their skills and ideals toward helping others and meeting critical needs in the community. The North Shore AmeriCorps Program is an AmeriCorps Program where members serve in organizations throughout Lynn and Salem, MA to help implement programs designed to reduce the school dropout rate among immigrant students.

About United Way: United Way of Massachusetts Bay and Merrimack Valley is advancing the common good in our region by providing help today in ways that strengthen tomorrow. Our work ensures that children are ready to learn when they enter school, stay engaged in learning and graduate able to compete, and are nurtured by families that have the financial stability to support both their basic needs and future success. No other single organization has the scope, expertise and influence to bring together hundreds of human services agencies, government, businesses, private foundations and dedicated volunteers around a common vision of creating maximum impact and achieving long-- results

Program Summary: Twenty-Five AmeriCorps members will complete a year of service in Lynn or Salem, MA, from September 2016 to August 2017. Corps members will be placed in community agencies throughout Lynn and Salem to provide direct support to English Language Learning students and/or their families. Activities and engagement may include academic support, tutoring, mentoring, college awareness and preparation, and family support.

Collectively, the work of the Corps members will help to ensure a holistic approach throughout the community in order to reduce the barriers to academic success among immigrant children and their families. Corps members will be supervised by both their host organization and the United Way of Massachusetts Bay and Merrimack Valley Program Manager.

HOST SITE NAME: Lynn YMCA

About Host Site :

OUR MISSION: The YMCA of Metro North builds strong kids, strong families and strong communities by enriching the lives of all people in spirit, mind and body.

OUR VISION: The Lynn YMCA is one of the oldest YMCA's in the country. Since 1870, the Y, as a charitable community based organization with a commitment to service, utilizes its staff, volunteers and facilities to strengthen individuals, families and our community by providing quality social, recreational and educational experience while promoting honesty, respect, caring and responsibility to all members of our community.

BRIEF DESCRIPTION of POSITION: The Middle School Coordinator will work with and mentor Middle School youth in the Leaders Program, utilizing a Positive Youth Development model, to help them increase their self-esteem, social skills, leadership skills and academic achievement. Essential Position Responsibilities

- Plan and implement programming focused on literacy development, civic engagement, anti-bullying, serv school youth at the YMCA.
- Have the opportunity over the year to attend different field trips that interest you.
- Plan and run GPA (Gather Pursue Achieve) study group M – Th for students in grade 3rd – 12 (intentionally recruiting ELL students to participate)
- Implement strategies to increase family engagement with the Middle School population
- Work with youth on Civic Engagement projects
- Mentoring at-risk Middle School youth in the pro
- Help track ELL students' academic progress.
- Be part of the YMCA team and attend Y meetings and trainings as required.
 - Additional responsibilities as assigned.

AmeriCorps Service Requirements:

- Complete a minimum of 1700 hours of documented service over the course of one year
- Attend all Corps wide training and work sessions
 - Complete all required AmeriCorps documentation and reporting **Non-- -**

Essential Position Responsibilities

- Provide youth programming in area of your interest
- Kid's night Out help and youth special event help

Qualifications of Ideal Candidate

- Previous Youth Development Experience
- Experience with Middle School Youth.
- Bi-lingual, Spanish speaking preferred
- Must complete YMCA Redwoods training on abuse prevention
 - First aid and CPR certified (training provided)

Additional Qualifications:

- High School or GED accepted; BA/BS strongly preferred
- Experience with and/or commitment to youth development
- 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
- A passion for national and community service
- The desire to work with diverse people, organizations and communities
- Positive attitude, flexibility and adaptability
 - Must be a US Citizen or Permanent US Resident

Position Benefits:

- \$12,635 taxable living allowance will be made in bi-- -weekly installment
- Fully paid health insurance
- Training and networking opportunities among a core groups of Corps members and other non profit professionals
- Access to resources available at United Way of Massachusetts Bay
- \$5,550.00 Education Award upon completion of service

TO APPLY OR FOR MORE INFORMATION: **CONTACT Amy Croce at**
acroce@metronorthymca.org

United Way of Massachusetts Bay is committed to fostering a work environment characterized by dignity and respect. Our workforce is diverse and is reflective of our community. We wish to celebrate our diversity and create an environment in which each individual's skills and talents are best utilized to help us achieve our goals. Discrimination, of any kind, is not consistent with our mission and values, and will not be tolerated. United Way is committed to the inclusion of people with disabilities as members and provides reasonable accommodations for the application process, interviews and service upon request.

Position Title: North Shore AmeriCorps Program: Lynn YMCA Academic Support Coordinator

About AmeriCorps: AmeriCorps is a national community service program that gives people an opportunity to apply their skills and ideals toward helping others and meeting critical needs in the community. The North Shore AmeriCorps Program is an AmeriCorps Program where members serve in organizations throughout Lynn and Salem, MA to help implement programs designed to reduce the school dropout rate among immigrant students.

About United Way: United Way of Massachusetts Bay and Merrimack Valley is advancing the common good in our region by providing help today in ways that strengthen tomorrow. Our work ensures that children are ready to learn when they enter school, stay engaged in learning and graduate able to compete, and are nurtured by families that have the financial stability to support both their basic needs and future success. No other single organization has the scope, expertise and influence to bring together hundreds of human services agencies, government, businesses, private foundations and dedicated volunteers around a common vision of creating maximum impact and achieving long-- ~~term~~ results.

Program Summary: Twenty-Five AmeriCorps members will complete a year of service in Lynn or Salem, MA, from September 2016 to August 2017. Corps members will be placed in community agencies throughout Lynn and Salem to provide direct support to English Language Learning students and/or their families. Activities and engagement may include academic support, tutoring, mentoring, college awareness and preparation, and family support. Collectively, the work of the Corps members will help to ensure a holistic approach throughout the community in order to reduce the barriers to academic success among immigrant children and their families. Corps members will be supervised by both their host organization and the United Way of Massachusetts Bay and Merrimack Valley Program Manager.

HOST SITE NAME: Lynn YMCA

About Host Site:

OUR MISSION: The YMCA of Metro North builds strong kids, strong families and strong communities by enriching the lives of all people in spirit, mind and body.

OUR VISION: The Lynn YMCA is one of the oldest YMCA's in the country. Since 1870, the Y, as a charitable community based organization with a commitment to service, utilizes its staff, volunteers and facilities to strengthen individuals, families and our community by providing quality social, recreational and educational experience while promoting honesty, respect, caring and

responsibility to all members of our community.

BRIEF DESCRIPTION of POSITION: The Academic Support Coordinator will implement homework assistance programming in the Youth Center and help to formalize and lead the College Readiness programming.

Essential Position Responsibilities

- Plan and implement literacy curriculum in the Core Youth Center program.
- Support Youth and Family Director with his/her responsibilities preparing the youth center for the daily program.
- Help lead the CORE Newspaper and blog.
- Have the opportunity over the year to attend different field trips that interest you.
- Help plan learning activities for children who do not have homework or working on a current project. Recruit and tutor students for GPA (Gather Pursue Achieve) study group M – Th for grades 3-- -12
- Recruit and grow College Readiness programming for high school students from (KAYA, Music Studio, HS Basketball and The Dance Program) including but not limited to: college search, financial assistance, essay support and application guidance.
- Help track ELL students' academic progress.
- Provide youth programming in area of your interest
- Be part of the YMCA team and attend Y meetings and trainings as required.
- Additional responsibilities as assigned.

Non--

-Essential Position Responsibilities

- Lift materials weighing up to 30 pounds
- CPR, First Aid and child abuse prevention training within 30 days of hire
 - Kid's night Out help and youth special event help

AmeriCorps Service Requirements:

- Complete a minimum of 1700 hours of documented service over the course of one year
- Attend all Corps wide training and work sessions
- Complete all required AmeriCorps documentation and reporting

Qualifications of Ideal Candidate

- Previous Youth Development Experience

- Experience with Middle School Youth.
- Bi-- -lingual, Spanish speaking preferred
- Must complete YMCA Redwoods training on abuse prevention
 - First aid and CPR certified (training provided)

Additional Qualifications:

- High School or GED accepted; BA/BS strongly preferred
- Experience with and/or commitment to youth development
- 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
- A passion for national and community service
- The desire to work with diverse people, organizations and communities
- Positive attitude, flexibility and adaptability
 - Must be a US Citizen or Permanent US Resident

Position Benefits:

- \$12,635 taxable living allowance will be made in bi-- -weekly installment
- Fully paid health insurance
- Training and networking opportunities among a core groups of Corps members and other non profit professionals
- Access to resources available at United Way of Massachusetts Bay
- \$5,550.00 Education Award upon completion of service

TO APPLY OR FOR MORE INFORMATION: **CONTACT Amy Croce at acroce@metronorthymca.org**

United Way of Massachusetts Bay is committed to fostering a work environment characterized by dignity and respect. Our workforce is diverse and is reflective of our community. We wish to celebrate our diversity and create an environment in which each individual's skills and talents are best utilized to help us achieve our goals. Discrimination, of any kind, is not consistent with our mission and values, and will not be tolerated. United Way is committed to the inclusion of people with disabilities as members and provides reasonable accommodations for the application process, interviews and service upon request.

My AmeriCorps Posting:

North Shore AmeriCorps Project 2016-2017

About AmeriCorps and the North Shore AmeriCorps Program: 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 North Shore AmeriCorps Program will place 25 AmeriCorps members in schools and community based organizations throughout Lynn and Salem, MA, to help implement programs designed to reduce the school dropout rate among English Language Learners through intensive tutoring and support services. Members will complete at least one year of service, from September 2016 to August 2017. Collectively, the work of the Corps members will ensure a holistic approach throughout the community to reduce the barriers to academic success among English Language Learners and their families. Corps members will be supervised by their host organization and the United Way of Massachusetts Bay and Merrimack Valley Program Manager will have overall oversight. Organizational Description: United Way of Massachusetts Bay and Merrimack Valley is advancing the common good in our region by providing help today in ways that strengthen tomorrow. Our work ensures that children are ready to learn when they enter school, stay engaged in learning and graduate able to compete, and are nurtured by families that have the financial stability to support both their basic needs and future success. AmeriCorps Service Requirements: *Complete a minimum of 1700 hours of documented service over the course of one year *Attend all Corps wide training and learning sessions *Complete all required AmeriCorps documentation and reporting.

Member Duties : 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 North Shore AmeriCorps Program will place 25 AmeriCorps members in schools and community based organizations throughout Lynn and Salem, MA, to help implement programs designed to reduce the school dropout rate among English Language Learners through tutoring, mentoring and family support services. Members will complete at least one year of service, from September 2016 to August 2017. Collectively, the work of the Corps members will ensure a holistic approach throughout the community to reduce the barriers to academic success among English Language Learners and their families. Corps members will be supervised by both their host organization and the United Way of Massachusetts Bay and Merrimack Valley Program Manager.

Position Title: The North Shore AmeriCorps Program: Refugee Youth Program Volunteer

About AmeriCorps:

AmeriCorps is a national community service program that gives people an opportunity to apply their skills and ideals toward helping others and meeting critical needs in the community. The North Shore AmeriCorps Program is an AmeriCorps Program where members serve in organizations throughout Lynn and Salem, MA to help implement programs designed to reduce the school dropout rate among immigrant students.

About United Way:

United Way of Massachusetts Bay and Merrimack Valley is advancing the common good in our region by providing help today in ways that strengthen tomorrow. Our work ensures that children are ready to learn when they enter school, stay engaged in learning and graduate able to compete, and are nurtured by families that have the financial stability to support both their basic needs and future success. No other single organization has the scope, expertise and influence to bring together hundreds of human services agencies, government, businesses, private foundations and dedicated volunteers around a common vision of creating maximum impact and achieving long-lasting results.

Program Summary:

Fifteen AmeriCorps members will complete a year of service in Lynn or Salem, MA, from September 2016 to August 2017. Corps members will be placed in community agencies throughout Lynn and Salem to provide direct support to English Language Learning students and/or their families. Activities and engagement may include academic support, tutoring, mentoring, college awareness and preparation, and family support.

Collectively, the work of the Corps members will help to ensure a holistic approach throughout the community in order to reduce the barriers to academic success among immigrant children and their families. Corps members will be supervised by both their host organization and the United Way of Massachusetts Bay and Merrimack Valley Program Manager.

HOST SITE NAME: Russian Community Association of Massachusetts at the New American Center

BRIEF DESCRIPTION of POSITION: The North Shore AmeriCorps Member at the Russian Community Association of Massachusetts (at the New American Center) will serve by increasing the capacity and complimenting the ongoing work of a well-established youth program for refugee students in grades 1-12 in the city of Lynn. The member will engage in tutoring and



academic support, college application process support, mentorship, and other essential activities with students who have recently arrived as refugees in the United States from countries such as Iraq, Nepal, Burma, Sudan, Somalia, D R Congo, etc. The member will serve at the school year after-school program, in school in classrooms with high numbers of refugee students, and at an intensive 6-week summer academy for refugee elementary, middle, and high school students. The member will also provide support to parents and families of refugee students.

Essential Position Responsibilities

- Provide homework and project assistance, language practice, and job and college application support to refugee students
- Form positive mentoring relationships with refugee teenagers
- Assist in the coordination of an after-school drop-in program for refugee teenagers
- Help serve as a bridge between students' in-school and after-school learning by being present in schools with high refugee populations and communicating with ESL school professionals
- Teach summer classes for elementary, middle and high school refugee students (possibilities include classes in academic subject areas, STEAM classes, arts classes, etc)
- Plan and facilitate service learning and leadership development opportunities for refugee teenagers
- Assist in the planning and execution of experiential learning opportunities and off-site field trips for refugee students
- Plan and conduct special events (workshops, celebrations, community meetings etc.) for refugee students and their families
- Additional responsibilities will be tailored to member's strengths, interests, and refugee community needs

Non-Essential Position Responsibilities

- Participating in sports and physical activities with students
- Motivational/educational speeches and presentations for large groups of students

AmeriCorps Service Requirements:

- Complete a minimum of 1700 hours of documented service over the course of one year
- Attend all Corps wide training and work sessions
- Complete all required AmeriCorps documentation and reporting

Qualifications of Ideal Candidate



- Creative thinker and problem solver
- Experience working with English Language Learner populations
- Cultural literacy and sensitivity
- Tutoring or teaching experience
- Event planning/coordinating experience

Additional Qualifications:

- High School or GED accepted; BA/BS strongly preferred
- Experience with and/or commitment to youth development
- 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
- A passion for national and community service
- The desire to work with diverse people, organizations and communities
- Positive attitude, flexibility and adaptability
- Must be a US Citizen or Permanent US Resident

Position Benefits:

- \$12,635 taxable living allowance will be made in bi-weekly installments
- Fully paid health insurance
- Training and networking opportunities among a core groups of Corps members and other non profit professionals
- Access to resources available at United Way of Massachusetts Bay
- \$5,550.00 Education Award upon completion of service

TO APPLY OR FOR MORE INFORMATION:

Rebecca Jones
Becky_RCAM@yahoo.com
(978)886-3067

United Way of Massachusetts Bay is committed to fostering a work environment characterized by dignity and respect. Our workforce is diverse and is reflective of our community. We wish to celebrate our diversity and create an environment in which each individual's skills and talents are best utilized to help us achieve our goals. Discrimination, of any kind, is not consistent with our mission and values, and will not be tolerated. United Way is committed to the inclusion of people with disabilities as members and provides reasonable accommodations for the application process, interviews and service upon request.





Have you previously served in AmeriCorps? YES NO

If yes, what were your dates of service? : / / - / /

Citizenship status: US citizen Permanent resident US national

Languages Spoken and Fluency Level

English Conversational Intermediate Advanced Native Speaker
 Conversational Intermediate Advanced Native Speaker

What is the highest level of education you will have completed by the beginning of your AmeriCorps experience?

- GED certificate bachelor's degree some college graduate degree
 high school diploma associate's degree other:

Starting with High School, please provide information on your schooling below.

Table with 3 columns: Name, Degree, Dates Attended. Includes three rows of empty fields for data entry.

II. References

Please provide information for two references. Select individuals who are willing to tell us about your education, employment, leadership, or professional skills. Do not list a family member or friend.

Reference #1

Form for Reference #1 with fields for First name, Last name, Place of employment, Position, Home phone, Cell phone, Work phone, E-mail, How many years have they known you?, and How do you know this individual?.

Reference #2

Form for Reference #2 with fields for First name, Last name, Place of employment, Position, Home phone, Cell phone, Work phone, E-mail, and How many years have they known you?.





How do you know this individual?:

IV. Personal Response

Why do you want to serve in the North Shore AmeriCorps Program? What do you hope to gain through your experience?

As a North Shore AmeriCorps member, you will work with a diverse population. Please describe an experience in which you worked with someone whose background or opinion was different from your own.

Collaboration is an important part of the North Shore AmeriCorps program. This will need to take place with other AmeriCorps members, agency staff, and other agencies across Lynn and Salem. Please describe a time that you led a collaborative effort. Additionally, please discuss what the outcome of that effort was.





[Empty rectangular box for text entry]

Select three words to describe yourself:

V. Certification

I certify that the information provided in this application is true, correct, and complete, to the best of my knowledge. I understand that misinformation or omission of information could result in disqualification and/or termination as an AmeriCorps member. I also understand that my service as an AmeriCorps member will require a SORI, CORI and FBI background check, and that the selection process will take the results of these checks into account. I authorize for the aforementioned background checks to be completed.

_____/_____/_____
Signature Date

United Way is committed to fostering a work environment characterized by dignity and respect. Our workforce is diverse and is reflective of our community. We wish to celebrate our diversity and create an environment in which each individual's skills and talents are best utilized to help us achieve our goals. Discrimination, of any kind, is not consistent with our mission and values, and will not be tolerated. Disclaimer: Some positions are pending federal funding.

