



Commonwealth Corps Service Internship Position Description



Boys & Girls Club of Greater Lowell **Commonwealth Corps** Teen Enrichment Coordinator

The mission of the Commonwealth Corps service internship program is to engage Massachusetts residents of all ages and backgrounds in service to strengthen communities, address unmet community needs, and increase volunteerism.

Commonwealth Corps members with Boys & Girls Club of Greater Lowell will serve 10.5 months in a full-time capacity. What they have in common is a desire to put their talents and ideas to use in the service of their communities and the Commonwealth.

Two Commonwealth Corps members will partner with Boys & Girls Club of Greater Lowell staff to expand and improve youth violence prevention/youth development programs for teens ages 13-18 at the Boys & Girls Club. The Commonwealth Corps Teen Enrichment Coordinator will serve as a team with the Commonwealth Corps Teen Pathways Coordinator to increase access to positive youth development opportunities and decrease youth involvement in risky behaviors. Through their service, the Commonwealth Corps members will also leverage 20 volunteers that will engage youth throughout the Club in teen programs focused on academic success, healthy lifestyles, and good character and citizenship.

Responsibilities:

Essential

- Complete a minimum of 1,500 hours of service, serving through June 29, 2019.
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 total, post orientation) and Boys & Girls Club of Greater Lowell, including a new member orientation on August 15 & 16, 2018.
- Participate in a minimum of 1 hour of MSA-related activities each week (in person or virtually).
- Together with the Commonwealth Corps Teen Pathways Coordinator, recruit 20 new volunteers from Boys & Girls Club community and corporate partners with an emphasis on volunteers who can help engage teens in programs focused on academic success, healthy lifestyles, good character, and citizenship.
- Recruit and advise 60 (15 per quarter) at-risk teens to plan service projects, community youth violence protection activities, and cultural events.
- Develop a Boys & Girls Club of Greater Lowell Resource Guide where teens can find information on community service opportunities, community action projects, and cultural events.
- Schedule a youth cultural competency training by an outside agency.
- Together with the Commonwealth Corps Teen Pathways Coordinator, develop a Boys & Girls Club of Greater Lowell job readiness training curriculum for teens.
- Together with the Commonwealth Corps Teen Pathways Coordinator, develop organizational tools for Boys & Girls Club annual teen recognition celebration.

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- As relevant to this service role, occasionally participate in projects and programs in other areas in order to build relationships and recruit new at-risk teen members, ages 13-18, into programs.
- As relevant to this service role, accompany youth on periodic field trips.

Qualifications:

Required

- Massachusetts residency and legal authorization to work in the United States
- 18 years of age or older
- Experience with or interest in volunteerism and community engagement
- Ability to balance service commitment with other family/work/school/community commitments in a sustainable way
- One to three years of experience working or volunteering with youth
- Some college education or equivalent experience
- Strong written and verbal communication skills in order to transfer knowledge to staff and volunteers as well as create written processes to continue the programs once complete their service
- Strong organizational skills

Preferred

- Multilingual in Spanish and/or Khmer

Member Benefits:

- **Stipend** of \$550 every other week while in service, up to \$13,200, minus taxes and withholdings;
- **Health insurance** (individual coverage only);
- **Completion award** of up to \$2,500 upon successful completion of service, minus taxes and withholdings;
- **Training and other professional development** opportunities;
- **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;
- Limited travel reimbursement from their host site for certain service-related travel away from their usual service location, according to that agency's policies;
- The opportunity for at least 10 full-time days of planned absences (may include holidays); and
- Opportunity to join with others with a common sense of purpose as part of the Commonwealth Corps service internship program.
- Access to the Boys & Girls Club of Greater Lowell athletic center before youth program hours, provided that a waiver is signed and member does not work out alone.

Please note that receipt of these stipends/benefits may impact an individual's eligibility for certain public benefits.

Term of Service:

- **Position Start Date:** August 15, 2018
- **Position End Date:** June 29, 2019
- Service commitment will average 38-40 hours per week during the following days/times: Must be available for a schedule that includes hours between 12:00 p.m. and 7:30 p.m., Monday through Friday, and approximately one weekend day per month with advance notice. Ideally would be available from 9:00 a.m. to 4:30 p.m. on school vacation weeks.

Application Instructions:

- To apply, submit a cover letter and resume as soon as possible or by May 18, 2018 to
Boys & Girls Club of Greater Lowell
Attn: Human Resources
657 Middlesex Street
Lowell, MA 01851-1410
opportunities@lbgc.org
Fax 978-453-9740

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

Boys & Girls Club of Greater Lowell will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, age, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. Boys & Girls Club of Greater Lowell welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.



Commonwealth Corps Service Internship Position Description



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- Together with the Commonwealth Corps Enrichment Coordinator, recruit 20 new volunteers from Boys & Girls Club community and corporate partners with an emphasis on volunteers who can help engage teens in programs focused on academic success, healthy lifestyles, good character, and citizenship.
- Recruit, enroll, and train 35 at-risk teens with entry level workforce skills by implementing a Boys & Girls Club of Greater Lowell Junior Staff program.
- Coordinate placements of 20 at-risk teens for workforce experience with community partners through a Boys & Girls Club of Greater Lowell's Teen Internship program.
- Assist 20 at-risk teens in completing job applications through the Career Center of Lowell.
- Develop a Boys & Girls Club of Greater Lowell Junior Staff Service Manual.
- Together with the Commonwealth Corps Teen Enrichment Coordinator, develop a Boys & Girls Club of Greater Lowell Job Readiness Training Curriculum for teens.
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