



AmeriCorps Massachusetts Promise Fellow Service Site: Falmouth Volunteers In Public Schools, Inc.

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 college and career exploration and/or 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.*

Falmouth Volunteers In Public Schools, Inc. Service Description: The Falmouth Volunteers In Public Schools program, in collaboration with Falmouth Public Schools is seeking applicants for a Massachusetts Promise Fellowship fellow to help implement the Pathways Program. The Pathways Program is designed for students in grades 7-12 who are at risk of leaving school early. The Fellow will work as part of a dynamic team led by the Falmouth VIPS executive director and the district's head of guidance to plan and implement Out of School Time activities and opportunities focused on career and college exploration that align with student interests and aptitudes.

Essential Responsibilities:

- Identify students who meet criteria for Pathways Program and oversee student onboarding process
- Administer assessments and surveys of participants to gather information used to plan events, field trips, guest speakers, and meetings
- Facilitate meetings with student participants to establish rapport, set program expectations, and create supportive team environment
- Participate in monthly Pathways Program advisory board meetings
- Assist with development of community partnerships that will benefit students and align with their interests, career goals, and post-high school plans
- Complete program evaluation requirements including but not limited to preparing monthly reports, a youth attendance tracker, and time sheets.
- Travel at least once/month for Fellowship meetings, retreats, and training throughout the state

Qualifications:

- High school diploma required; some college education preferred
- Experience working with youth in leadership or advisory capacity
- Comfortable running meetings, organizing events
- Experience working with community organizations helpful but demonstrated ability to effectively communicate is critical

Massachusetts Promise Fellowship

Northeastern University ♦ 360 Huntington Avenue, 232 YMC ♦ Boston, MA 02115

masspromisefellows@northeastern.edu ♦ www.masspromisefellows.org

- Strong written and verbal skills necessary
- Experience with basic software programs (Microsoft office), video conferencing platforms, and social media
- Demonstrated ability to manage multiple tasks and set priorities
- 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:

- Monday-Friday, 9am-5pm

Fellow Service Location: 874 Gifford St, Falmouth, MA 02540

Site Contact Name: Tracey Crago

Site Contact Email: tcrago@falmouth.k12.ma.us

Benefits

For an eleven month, full-time commitment and 1,700 hours of AmeriCorps service Fellows receive:

A taxable living allowance of up to \$18,000/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 \$6,345 educational award ♦ Travel allowance to MPF Meetings ♦ Career coaching and support ♦ Healthcare benefits

Contact Information

Apply ASAP! Applicants are hired on a rolling basis.

Visit [MPF Application 2021](#) to complete a general application **as soon as possible.**

More Info:

- Selection decisions will be made on or before July 1st, 2021. **All position offers will be provisional until 2021-2022 federal funding has been confirmed.**
- Program start date is August 16th, 2021
- More information about **Falmouth Volunteers in Public Schools, Inc.** and the youth program can be found at <https://www.falmouthvips.org/>
- Visit www.masspromisefellows.org for detailed program information

The Massachusetts Promise Fellowship (MPF) is an equal opportunity employer. At MPF, we do not just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, youth, and our community. 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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