

## **Everybody Wins! Metro Boston Highland Street Corps-Ambassadors of Mentoring Volunteer Outreach Coordinator-AmeriCorps Position**

*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 Highland Street Corps Ambassadors of Mentoring program is an AmeriCorps Program that places volunteers in mentoring programs across Massachusetts while providing ongoing training and professional development.*

### **Organizational Description:**

Headquartered in Boston, **Mass Mentoring Partnership (MMP)** is *the* statewide umbrella organization solely dedicated to expanding high-quality youth mentoring in Massachusetts. MMP has a rich history of catalytic involvement in the start-up and sustainability of quality mentoring programs, the execution of high-visibility mentor recruitment campaigns such as the Red Sox Mentoring Challenge and Be A Champion for a child with Vince Wilfork, and the attraction of increased public and private resources to the mentoring movement. Currently, MMP has more than 165 diverse mentoring programs in its network, representing more than 18,000 matches.

**Everybody Wins! Metro Boston (EWMB)** is the Boston-based affiliate of Everybody Wins! USA; a national literacy and mentoring nonprofit organization that increases children's opportunities for success in school and in life through one-to-one reading experiences with caring adults. Through our Power Lunch program, we reach children while they are young, stimulate their interest in reading and learning, and encourage them to believe that they, too, can be successful.

Everybody Wins! signature program, Power Lunch, is a lunchtime reading and mentoring program proven to improve reading skills and attitudes toward reading. Each week, volunteers from businesses and community groups travel to local elementary schools during the lunch hour for one-to-one reading with students, promoting the skills and love of reading through reading aloud, sharing favorite stories, and talking about books.

### **Program Summary:**

Mass Mentoring Partnership's AmeriCorps Ambassadors of Mentoring Program is currently recruiting for the 2010-2011 program year, which begins on August 2, 2010 through July 31, 2011. Ambassadors complete one year of service at a host organization in Massachusetts. Ambassadors will be placed at mentoring programs and youth-serving organizations across the state to lead capacity building projects in one or a combination of the following of four program areas: Mentoring Program Development and Support; Mentor/Mentee Training; Match Support; and Mentor Recruitment/Marketing.

### **Position Description:**

EWMB is seeking an Ambassador to serve as a Volunteer Outreach Coordinator. EWMB is seeking an individual with outstanding communication and organizational skills to help direct the organization's Match Support Enhancement Project. The Match Support

Enhancement Project will enhance and formalize EWMB's match support systems to build capacity within our organization to further enhance outcomes for student participants through quality-based and sustainable mentoring relationships.

The Volunteer Outreach Coordinator will report to the Program Manager. This is an AmeriCorps position. Job responsibilities will include:

- Recruit new volunteer reading mentors from companies, civic groups, universities, government, etc.
- Implements systems to enhance key areas in match support including communicating and addressing mentor feedback, and mentee orientation
- Lead new mentor training sessions
- Pilot a system to channel books of interest to pairs for their one-to-one reading sessions, the main match activity.
- Promote mentor retention through volunteer appreciation activities throughout the year
- Ensure accurate database records of volunteers and students
- Meet regularly with Program Manager regarding program growth and maintenance

**PLEASE NOTE: Access to a car is required**

**Additional Position Responsibilities:**

- Complete at least 1700 hours of service (1 year)
- Satisfactorily complete projects in assigned host organization
- Participate in or lead volunteer mentor recruitment
- Complete corps-wide projects to benefit the field of mentoring
- Attend all corps-wide training, events, mid-year retreat and two service-week sessions
- Maintain a service portfolio and journal
- Complete all required AmeriCorps documentation
- Monthly reporting on service activities

**Position Requirements:**

Everybody Wins! Metro Boston is seeking a high-energy Volunteer Outreach Coordinator who is mission-driven and self-directed, skilled at volunteer management and customer service, and excited about working in a fast-paced environment.

Other requirements include:

- Bachelor's Degree, preferably in a related field.
- An interest in children's literacy and a passion for working to help children succeed
- Comfortable speaking in front of groups.
- Ability to plan, prioritize, and coordinate multiple projects simultaneously.
- Excellent interpersonal and written communication skills
- Ability to work independently and as part of a team

- US Citizen or Permanent US Resident

**AmeriCorps Requirements:**

- BA/BS strongly preferred
- Experience with and/or commitment to youth development
- Service-minded individuals who understand service and sacrifice\*\*
- Interest in non profit 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
- Flexibility and a good sense of humor
- US Citizen or Permanent US Resident

**Position Benefits:**

- \$542.00/bi-weekly taxable living allowance (\$13,000/year)
- Health insurance
- Monthly transportation stipend of \$59.00
- Travel reimbursement for corps meetings and other eligible activities
- Excellent training and networking opportunities year-round
- \$5,350 Education Award upon completion of service
- Additional education benefits and opportunities

**TO APPLY: PLEASE SEND A COVER LETTER, RESUME AND 3 REFERENCES TO:  
RYAN RUFFING, PROGRAM MANAGER  
EVERYBODY WINS METRO BOSTON  
C/O HOLLISTER, 75 STATE ST. 9<sup>TH</sup> FLOOR  
BOSTON, MA 02109  
RYAN.RUFFING@EWMB.ORG**

*Mass Mentoring Partnership is an equal opportunity employer.*

*Mass Mentoring Partnership makes reasonable accommodations for individuals with disabilities.*

*EWMB is an equal opportunity employer and does not discriminate in its hiring and promotion practices with respect to race, creed, national origin, sex, age, handicapping condition, marital status or sexual orientation.*