

**Position Title:** United Way 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 United Way 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 English language learners grades K-12.

### **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:**

The North Shore AmeriCorps Program is an innovative young program that places 25 AmeriCorps members in schools and nonprofit organizations throughout Lynn and Salem, MA, to help implement programs designed to reduce the school dropout rate among English Language Learners through strategic tutoring and mentoring programs. AmeriCorps members serve with their host sites, either in a school or a community based nonprofit that provides services to young people. Members provide structured tutoring and mentoring supports to English Language Learners, helping them succeed academically and socially in the community.

**HOST SITE NAME:** Girls Incorporated of Lynn

### **About Host Site:**

Girls Incorporated of Lynn is a nonprofit organization dedicated to inspiring all girls to **be Strong, Smart, and Bold®**. For seventy-five 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.

### **DESCRIPTION of POSITION:**

The North Shore AmeriCorps member will be responsible for engaging English language learner members in Girls Inc.'s middle school program and their parents 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 four days week to the ELL members, act liaison between non- English speaking parents and the program. The AmeriCorps member will coordinate and facilitate 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, as well as the full-term of service (September 2018- July 2019)
- Attend all AmeriCorps team meetings and professional development
- Complete all required AmeriCorps documentation and reporting

### **Position Responsibilities**

- Assist with member recruitment and enrollment
- Build relationships with ELL members and their families
- Assist ELL girls with their integration into the program
- Coordinate and carry out family engagement activities
- 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 middle school members four days a week, meeting with up to four girls each day
- 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.
- Collaborate with middle school staff to carry daily operation of the program
- Keep supervisor informed regarding any concerns, problems, trends or issues with girls



## 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 in 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
- Detailed planning

## 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:

- \$650/semi-monthly taxable living allowance (\$13,732 annual allowance)
- \$5,920 Segal Education Award upon completion of service
- Paid health and dental insurance
- Uniform parts
- YMCA Membership (for the year)
- Training and networking opportunities among a core group of Corps members and other nonprofit professionals.
- Access to the United Way network for resources after service is complete

## TO APPLY OR FOR MORE INFORMATION:

Lena Crowley, Director of Middle and High School Programs

781-592-9744 x 213 [lecrowley@girlsinclynn.org](mailto:lecrowley@girlsinclynn.org)

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*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.*

