

**SCI AmeriCorps Position Description – Serving at Girls Inc. of Lynn**  
*10-month service positions from September 2018 through June 2019*

A program from Social Capital Inc. (SCI), SCI AmeriCorps increases volunteerism and provides leadership training and community service opportunities for youth. SCI AmeriCorps is now recruiting 25 full-time AmeriCorps members for positions at our partner sites across Eastern Massachusetts, spanning from Lynn to Fall River.

*Girls Inc. of Lynn is a partner of Social Capital Inc and the SCI AmeriCorps program. At Girls Inc., we are looking for one member to serve as a Youth Leadership Coordinator.*

**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.

**Youth Leadership Coordinator (YLC) Basic Responsibilities:**

Youth Leadership Coordinators will serve as leaders to a youth council, increase the capacity of host sites to implement social capital building, youth engagement and community service-learning as strategies to achieve high educational outcomes.

- Implement the SCI Youth Leadership Curriculum through a Youth Council program and/or another youth leadership development program.
- Increase capacity for adult volunteers to support the success of young people served by the agency.
- Recruit and coordinate youth (other than core youth council) and adult volunteers.
- Increase participant civic leadership skills and commitment to future civic engagement.
- Provide additional direct service to youth at partner agencies that support youth development goals.
- Coordinate projects that engage families in school and community life such as resource fairs, family arts and cultural events, academic enrichment projects and family service days.
- Track progress of the teen leaders through the maintenance of individual civic leadership skills checklists and other assessment tools that document the practical skills they develop.
- Collaborate with other SCI staff, volunteers and partners on other projects to promote civic engagement, with an emphasis on integrating youth into activities of SCI and community partners. Also collaborate with other SCI youth programs on joint efforts including occasional activities that bring together youth from various SCI locations
- Serve as Advisor to Part of the Solution peer leadership program whose focus is primarily on substance abuse prevention
- Recruit, orient and train six high school peer leaders on topics such as leadership skills, community service learning, public speaking, facilitation skills, lesson planning and other skills on outlined on the

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SCI welcomes applications from people with disabilities and will make reasonable accommodations for both interviews and service upon request.  
Positions contingent upon anticipated renewal of federal funding. Position descriptions will vary slightly based on partner site placement

### SCI Civic skills checklist

- Provide support to youth council members in organizing, implementing and promoting community events such as the HALT (Healthy Alternatives for Lynn Teens) teen conference, the Prom Parent Initiative parent educational event and 84 Movement events
- Collaborate with other organizations in Lynn and surrounding communities on substance abuse prevention projects
- Support the implementation of the LifeSkills curriculum within Girls Inc. and the community
- Write monthly reports on activities, coordinate and administer evaluation tools of activities and events, and maintain a database of members, attendance and event participation
- Work with Girls Inc. teen staff to provide leadership and advocacy training and support to girls in peer leadership positions
- Attend monthly SCI All Corp Days
- Other duties as assigned

### Required Skills for Essential Functions:

- Strong commitment to national service and the mission of SCI
- Desire to serve with diverse constituencies
- Excellent organizational and communication skills
- Ability to serve with youth in a group setting; past experience with youth helpful
- Excellent written and oral English communication skills
- Willingness to take initiative to achieve goals
- Strong project management/multi-tasking abilities
- A clear plan for living on the AmeriCorps stipend in the Greater Boston area
- Availability to attend community meetings & events during evening and weekend hours (frequency varies by position)

\*Must be 18 or older to serve with SCI AmeriCorps

### Desired Skills:

- Regular access to a car recommended for certain sites
- Bilingual communication skills a plus
- Knowledge of the community served a plus
- Ability to serve on a team and independently
- College degree or coursework is preferred, but not required

### Benefits of serving with SCI AmeriCorps:

- Excellent experience for future professional and educational opportunities.
- Pre-service orientation and on-site training provided by SCI; ongoing training opportunities and workshops.
- Members receive a modest living allowance during their service
- Post-service educational award of \$5,815
- Health insurance coverage available at no-cost premium
- Additional local benefits may be available.

### To Apply:

Send your **cover letter** and **resume** to Amelia Walters at [americorps@socialcapitalinc.org](mailto:americorps@socialcapitalinc.org) or via regular mail to:

Social Capital Inc. 165M New Boston St., Suite 233, Woburn, MA 01801

Please note in your cover letter if you prefer to be considered for any specific location or position.

**Questions?** Email [americorps@socialcapitalinc.org](mailto:americorps@socialcapitalinc.org) or call 781.935.2244

[www.socialcapitalinc.org](http://www.socialcapitalinc.org)

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