



## AmeriCorps Advocates of Mentoring Program

### About AmeriCorps:

[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 [AmeriCorps Advocates of Mentoring](#) is an AmeriCorps Program where members serve mentoring programs across Massachusetts to strengthen their capacity to run robust mentorship programs.

### Mission Statement:

Mass Mentoring Partnership (MMP) is committed to ensuring that every young person in the state has access to quality mentoring relationships, regardless of who they are or where they live. MMP is a statewide organization that partners with corporate, public and philanthropic entities to drive critical resources to a network of more than 370 mentoring and youth-serving organizations, representing more than 50,000 young people from Boston to Pittsfield.

### Position Description:

AmeriCorps Advocates of Mentoring will complete a year of service from August 2022-June 2023, where they will be placed at a partner organization to build the capacity of youth mentoring programs and organizations in the areas of match support; marketing and mentor recruitment; mentor/mentee/parent training; and program development, evaluation and start up.

All AmeriCorps Ambassadors of Mentoring will focus on volunteer mentor recruitment efforts in their host organization as well as work with other Corps members to complete a community service project, participate in service on MLK Day, attend BU seminars focused on professional development and transformation leadership. AmeriCorps members will spend the majority of their time serving at their host site (see list of possible organizations here) and also meet regularly with the MMP Corps so as to feel connected to one another, participate in learning opportunities and grow professionally.

### Host Site Description:

Girls Incorporated of Lynn is a nonprofit organization dedicated to inspiring all girls to be **Strong, Smart, and Bold through direct service and advocacy**. For eighty, 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.

### Position Description:

The Ambassador of Mentoring at Girls Inc. will oversee the Bold Futures middle school group mentoring program for girls in grades six through eight. The mentoring program is a component of the larger after-school program, Odyssey. The purpose of the middle school group mentoring program is to improve girls' attitude



towards school, to increase girls' social and emotional competencies and to provide the mentees with support from positive role models. Responsibilities will include mentor recruitment, orientation and training, providing daily match support as well as improving current match support systems, acquiring and maintaining program supplies, planning and carrying out mentoring events, delivering structured enrichment programming, and assisting in the daily implementation of the Odyssey after-school program.

#### **Basic Requirements:**

- Passion for working with diverse youth and families
- Strong critical thinking and problem-solving skills
- Flexible schedule/Ability to work occasional evenings/weekends
- Motivation and aptitude for networking and outreach
- Committed to actively recruiting, selecting, on-boarding, and managing mentors
- Ability to plan, execute, and document site-based group activities and off-site field trips
- Flexibility, patience, and a good sense of humor!

#### **AmeriCorps Service Requirements:**

- You must be a U.S. citizen, national, or legal permanent resident of the U.S. to be an AmeriCorps member
- Complete a minimum of 1700 hours of documented service
- Complete all required AmeriCorps documentation and monthly reporting
- Complete as a team one community service project to benefit the field of mentoring
- Commute to all Corps-wide training and events to cultivate future non-profit leaders. (Reimbursements available for qualifying members)
- Effectively manage time, projects, and meet competing demands
- Complete all professional development requirements

#### **Responsibilities:**

- Recruit, orient, and train adult volunteers to serve as mentors
- Recruit, orient and support middle school girl participants
- Create annual calendar for the program
- Organize mentoring groups
- Provide support to mentors
- Supervise daily mentoring sessions
- Plan and carry out special events and field trips
- Evaluate mentoring program
- Purchase, organize and distribute supplies for mentoring activities
- Keep the Supervisor of Middle School Programs informed about all activities, trends or concerns
- Document and track attendance for mentees and mentors
- Complete all reports for the Bold Futures program as requested

#### **General Qualifications**

- BA/BS strongly preferred or equivalent experience



- Experience with and/or commitment to youth development
- A passion for volunteerism and community service
- The desire to work with diverse people, organizations, and communities
- Strong writing and editing skills
- Some experience with marketing – material design, blogging, and social media preferred
- Public speaking
- Interest in nonprofit organizations and their development
- Excellent organizational and communication skills
- The ability to work independently and as part of a team
- Proven leadership and project management abilities
- Flexibility, adaptability, and a good sense of humor
- Positive attitude
- Experience/skill in effective group behavior management preferred
- Proficiency with Microsoft and Google applications
- Interest or experience in transformational leadership models

**To Apply:**

**If you are interested in applying please express your interest on our online portal [here](#).** More information about the program can be found on our webpage at [www.massmentors.org/ambassadors](http://www.massmentors.org/ambassadors) including a list of past partners and/or members.

Full Applications will require a resume that outlines how your skills and experience meet the qualifications of the Ambassador of Mentoring position, and a cover letter or a video stating how you heard about this opportunity and why you are interested in serving as an Ambassador (either in Word, PDF format, or short video and a list of 2 references.

*MMP is committed in policy, principle, and practice to maintaining an environment which prohibits discriminatory behavior and provides equal opportunity for all persons. MMP affirms its commitment to provide a welcoming and respectful work and educational environment, in which all individuals within the organization benefit from each other's experiences and foster mutual respect and appreciation of divergent views. MMP will not be tolerant of conduct which violates rights guaranteed by the law and prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity and expression, genetic information, and any other class of individuals protected from discrimination under state or federal law. Furthermore, MMP includes prohibitions of harassment of employees, i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination.*

*All acceptances are contingent upon CNCS funding appropriation and a successful background check.*



**AmeriCorps**

MASSACHUSETTS  
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**For more information or questions:**

Contact Rosie McMahan, AAoM Program Manager, at [rmcmahan@massmentors.org](mailto:rmcmahan@massmentors.org)