

SCI AmeriCorps Position Description

Serving at THE BOSTON PROJECT MINISTRIES



10-month rewarding service positions from September 2019 through June 2020

A program from Social Capital Inc. (SCI), SCI AmeriCorps increases volunteerism and providing 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.

The Boston Project Ministries is a partner of Social Capital Inc and the SCI AmeriCorps program. At The Boston Project Ministries, we are looking for 1 member to serve as a Volunteer Opportunities Coordinator.

About Host Site:

The Boston Project Ministries is a grass-roots, resident-driven organization that engages in the rewarding work of strengthening our own community. Our mission is to engage and equip neighbors, volunteers, and churches to build strong communities characterized by shalom. Over the past two decades, we have applied community-building and asset-based strategies that include strengthening youth and families, developing leaders, and multiplying community collaborations which have led to a corner-by-corner transformation resulting in a more green, healthy, safe, connected, and economically-empowered neighborhood.

Volunteer Opportunity Coordinator (VOC) 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.

- Design a volunteer outreach plan aiming to increase the capacity of volunteers for the host-site agency
- Create a system for screening and matching volunteers to appropriate roles that meet educational needs.
- 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.
- Utilize technology and in-person outreach to recruit residents to volunteer and participate in other civic activities.
- Manage contact information of volunteers, website and eblast subscribers and other contacts.
- Create marketing materials to promote the community website, volunteer opportunities and community events.
- 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.
- Communicate regularly with our volunteers; respond to questions, communicate logistics prior to volunteer service; if a one-time volunteer follow up post-service, if an on-going volunteer provide a monthly check-in
- Track data regarding the demographics, types of service, hours, and impact of our volunteers
- Assist staff in organizing 6-8 community volunteer events including, but not limited to: Let's Get Moving health event, Being Thankful for My Community fall clean up, Martin Luther King Jr. day of service, Love Your Block spring clean up, and Saturday service days with groups.
- Celebrate our volunteers! Create appreciation events and gear, and ways to express our thankfulness.
- Assist staff in recruiting and supporting volunteer mentors for our 20-30 teenager Youth Ambassadors
- Assist youth in developing skills in recruiting volunteers, event planning, and evaluation
- Identifying external resources and supports that will needs of young people that we may not directly address.
- Assist the Community Engagement Manager in recruiting neighbor volunteers to participate in neighborhood and cross-neighborhood events.

SCI is an Equal Opportunity Employer.

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

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 a U.S. Citizen or a lawful permanent resident alien of the United States
- A car is not needed. Site accessible by public transportation

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.
- Knowledge of HTML, PHP and Drupal a plus for some positions

*Must be 18 or older to serve with SCI AmeriCorps

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 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 or call 781.935.2244 **www.socialcapitalinc.org**

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