



## **Big Brothers Big Sisters of Hampshire County**

**Member Title/Position:** Recruitment and Program Assistant

**Agency/Program Mission:**

The mission of Big Brothers Big Sisters of Hampshire County is to make a positive difference in the lives of children and youth, primarily through a one-to-one relationship with a caring adult. The program is committed to assisting young people in achieving their highest potential as they grow to become confident, competent, and caring individuals by providing committed volunteers, professional support and supervision of the matches, outreach to families, and enrichment opportunities in their communities.

**Member Objective:**

The AmeriCorps member will support program efforts to recruit, screen, and retain volunteers, both for one-time events and to serve as Big Brothers and Big Sisters. The member will provide support for site-based programs at UMass, Smith College, Amherst College, and Mt. Holyoke College. The member will also support case management by assisting with program events, soliciting camp scholarships, and maintaining a monthly list of events and activities for volunteers.

**Essential Duties and Responsibilities:**

- Recruit volunteer Big Brothers and Sisters. This includes:
  - staffing on-campus and community events for recruitment
  - coordinating speaking opportunities (i.e. calling to set up speaking engagements, creating and preparing materials)
  - conducting information sessions for applicants
  - calling references for volunteer applicants
  - creating flyers and other materials
  - processing volunteer applications, including completing phone references
- Assist case management staff in supervising three site-based programs at Amherst College and UMass Amherst. Must be on campus to provide support to BBBS staff, volunteers, and participants. These programs meet on weekdays from 3:00-7:00 pm. May include driving mentees to program and/or home
- Maintain updated list of “Freebies and Discounts” offered by community businesses for Bigs and Littles
- Write monthly activities and events newsletter for volunteers
- Coordinate solicitation of camp scholarship opportunities for children in the program (second half of the term)
- Create flyers for program events and workshops
- Attend weekly staff meetings

The YouthServe AmeriCorps Program is funded in part by the Massachusetts Service Alliance, [www.mass-service.org](http://www.mass-service.org).



### **Additional Duties and Responsibilities:**

- Plan and implement group activities or discussions for mentors at UMass and Amherst College and their Littles under case manager supervision
- Plan and implement community-service activities for Littles and their mentors in community- and site-based mentoring programs (1-2 times per term, more if desired)
- Assist volunteer Big Brothers and Sisters in effective recognition of their mentees' successes and accomplishments
- Participate in New Volunteer Trainings
- Other duties as assigned

### **Required Qualifications:**

- Flexible; self-motivated, works well independently
- Committed to the welfare of children
- Interested in working with a diverse population
- Creative, comfortable generating ideas
- Strong verbal and written communication skills
- Strong phone skills (experience talking to references a plus)
- Organized; able to multi-task
- Strong interest in volunteer recruitment
- Must have a car or regular access to a car and be able to transport self to program sites as needed (will be reimbursed for mileage)—not all sites are accessible by public transportation
- age 21 or older
- Office skills: can use the phone, copy machine, fax machine, computer
- Computer skills: MSOffice, Excel, using Internet for research and email, and ability to learn AIM (data tracking system)
- Dependable
- Comfortable in a small, busy office
- Comfortable asking for help and support
- Comfortable with public speaking
- Must be available weekdays (Mon-Thurs), 3-7 pm for site-based programs. Staff meetings are mandatory, 10:30 am-12:30 pm on Thursdays.

### **Preferred Qualifications:**

- Experience with volunteer recruitment.
- Experience interacting with people by phone; taking references

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- B.A. or equivalent degree preferable
- Strong interest in working “behind the scenes” with an agency that facilitates the direct provision of services to youth by a group of volunteer mentors. This position supports essential aspects of the work of Big Brothers Big Sisters. The member would not have extensive contact directly with the youth enrolled in the program, except at the site-based programs, where the youth are primarily spending one-on-one time with their mentors.

### **Tentative Member Schedule:**

Must be available weekdays (Mon-Thurs), 3-7 pm for site-based programs. Staff meetings are mandatory, 10:30 am-12:30 pm on Thursdays. Otherwise, schedule can be flexible on different days of the week based on member’s needs. Typical staff hours are often 10-6 pm, M-F; the office is generally open 9-6 or 7 pm. Occasional weekend events also occur, but are not considered mandatory.

### **Member Benefits:**

- Living allowance up to \$12,100 for full-time Members.
- Health insurance at no cost to the Member
- Child care assistance for eligible Members
- Education Award of \$5,550 upon successful completion of service

### **Member Supervisor:**

Ruth Harms

[rharms@chd.org](mailto:rharms@chd.org)

413 253 2591





## **The Brick House Community Resource Center**

**Member Title/Position:** Youth Programs Coordinator

**Agency/Program Mission:**

The mission of The Brick House is to support individual, family and community well-being through collaboration on economic development, youth development, leadership development and education. Carrying this message to reach area youth is very important. In order to foster positive community participation, The Brick House has created a Teen Center with purpose of supporting the well-being and healthy development of youth.

**Member Objective:**

- To support The Brick House and The Brick House participants by providing and supervising activities
- To take an active role in supporting participants by helping to develop and improve programming
- To assist our participants in becoming well-rounded, responsible, and empowered community members

**Essential Duties and Responsibilities:**

- Provide outreach for fuller participation at the Teen Center, and greater knowledge of and participation in the Gill-Montague Community School Partnership
- Work with the Gill-Montague Community School Partnership 'School Connectedness' workgroup and 'Youth Rox' workgroup to increase positive opportunities for youth
- Maintain print/digital outreach materials
- Staff the Teen Center/Recording Studio on average 3-4 days per week
- Facilitate dialog amongst participants regarding Teen Center programming ideas/changes/improvements
- Manage Teen Center calendar and Co-Facilitate Teen Center program —develop one program in an area of personal interest
- Provide recognition for youth accomplishments and positive contributions
- Research local resources related to social services and opportunities for community involvement
- Assist in planning and staffing public events held by, or including, The Brick House
- Supervise volunteers and youth performing Community Service

**Additional Duties and Responsibilities:**

- Assist with upkeep of Teen Center
- Conduct surveys related to The Brick House programming
- Other duties as assigned

**Required Qualifications:**

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- Willingness to learn and work hard
- Technological and computer literacy (preferably including working with video, photography and music, and social media), and willingness to learn basic music recording skills
- Good written, verbal and non-verbal communication skills
- Good planning and organizational skills
- Willingness to cooperate with and have respect for the opinions of staff, community members and participants
- Understanding of the importance and commitment to building and sustaining healthy and appropriate relationships and boundaries with other staff, community members and participants
- Good people skills, especially with youth, and a commitment to working with youth

### **Preferred Qualifications:**

- Experience in education
- Background in working with youth
- Reliable transportation
- Experience with meeting the particular needs of people who live in or have lived in poverty
- An understanding of the physiological and psychological attributes of the process of adolescence
- Musical skills

### **Tentative Member Schedule:**

T, Th, F, Sa: 10-6, W: 3-6, with some evening hours occasionally

### **Member Benefits:**

- Living allowance up to \$12,100 for full-time Members.
- Health insurance at no cost to the Member
- Child care assistance for eligible Members
- Education Award of \$5,550 upon successful completion of service

### **Member Supervisor:**

Erin Myers

413 863 9576

[emyers@brickhousecommunity.org](mailto:emyers@brickhousecommunity.org)



## **Community Action Youth Programs**

**Member Title/Position:** Community Projects and Events Coordinator

**Agency/Program Mission:**

Community Action of the Franklin, Hampshire, and North Quabbin Regions (Community Action) is dedicated to promoting economic justice and improving the quality of life for people with lower income. Community Action's Youth Programs inspires young people to build community in partnership with guiding adults. We provide free youth development programs for young people ages 9-21 in the Hampshire, Franklin, and North Quabbin regions. Our specialties are leadership development, experiential education, community service, employment readiness, and diversity support (including gender, sexual orientation and ethnicity.)

**Member Objective:**

The Member/Community Projects and Events Coordinator will coordinate youth leadership, community service and youth recognition projects for young people ages 9-21. The Member will build connections with other organizations and coalitions in order to hold joint youth service and recognition activities.

**Essential Duties and Responsibilities:**

- Develop short-term community service projects to provide positive opportunities for youth ages 9-21, such as hosting a community meal, planting a garden, or mural painting.
- Facilitate groups of 4-10 youth to develop, plan, implement, and evaluate service projects using a positive youth development approach to facilitate youth leadership.
- Coordinate one-time and ongoing youth recognition opportunities jointly with other organizations and coalitions. Opportunities could include recognition dinners, a youth newsletter, youth awards, and related activities.
- Develop respectful and caring relationships with youth.
- Serve as a positive role model for youth.
- Work with area schools, youth groups, and community leaders to recruit youth participants.
- Develop and maintain positive connections with community collaborators.
- Complete required data forms, permission slips, participant intake forms, etc.
- Participate in weekly staff meetings and regular staff development opportunities.
- Transport youth to and from sites, including use of program van.
- Complete outreach, publicity, or other Youth Programs projects as assigned.
- Assist with other Youth Programs groups and events as assigned.

**Additional Duties and Responsibilities:**

- Increase public awareness of available youth and young adult programs in order to increase their access and use.
- Engage youth in keeping their meeting spaces, incl. the kitchen, clean, orderly, and safe for all.
- Work collaboratively with other Youth Programs staff to create opportunities for combined activities.

The YouthServe AmeriCorps Program is funded in part by the Massachusetts Service Alliance, [www.mass-service.org](http://www.mass-service.org).



- Shop at the Food Bank of Western Massachusetts for program food.
- Other projects/duties as assigned.

### **Required Qualifications:**

- Experience working with youth in a group setting.
- Interest in engaging youth in leadership and community service projects.
- Ability to use effective and positive communication with adults and youth.
- Competence with MS Office software and Internet.
- Ability to work as part of a strong, collaborative team.
- Ability to work independently and to take leadership in planning and developing programming.
- Valid driver's license, safe driver record, access to reliable transportation (public or private)

### **Preferred Qualifications:**

- Understanding of stages of youth development.
- Experience with youth from diverse backgrounds, especially those from families with lower incomes.
- Coordination of, or participation in, community service projects.
- Useful skills for community service such as painting, construction, etc. and/or a desire to learn.
- Working knowledge of Service Learning or Experiential Learning Model.
- Note: Candidates who are Bilingual/bi-cultural Spanish/English or Moldovan/English are strongly encouraged to apply.

### **Tentative Member Schedule:**

35 hours: Monday through Friday, including 2-4 early evenings per week.

Some morning, late evening, and weekend hours required.

Flexible schedule to accommodate Member's participation in required YouthServe meetings and events.

### **Member Benefits:**

- Living allowance up to \$12,100 for full-time Members.
- Health insurance at no cost to the Member
- Child care assistance for eligible Members
- Education Award of \$5,550 upon successful completion of service

### **Member Supervisor:**

Lev Ben-Ezra

413 774 7028 x657

[YPDirector@communityaction.us](mailto:YPDirector@communityaction.us)







## **Community Action Youth Programs**

**Member Title/Position:** After-School Activity Coordinator

**Agency/Program Mission:**

Community Action of the Franklin, Hampshire, and North Quabbin Regions (Community Action) is dedicated to promoting economic justice and improving the quality of life for people with lower income. Community Action's Youth Programs inspires young people to build community in partnership with guiding adults. We provide free youth development programs for young people ages 9-21 in the Hampshire, Franklin, and North Quabbin regions. Our specialties are leadership development, experiential education, community service, employment readiness, and diversity support (including gender, sexual orientation and ethnicity.)

**Member Objective:**

The Member/After-School Activity Coordinator will lead 3 groups in Franklin and Hampshire Counties and in the North Quabbin. The member will lead after school activities for youth ages 9-14 focused on a fitness and nutrition curriculum, planning fitness and cooking activities and coordinating health focused events. The Member will guide youth in activities including group sports, structured outdoor play, hiking, healthy cooking and nutrition education.

**Essential Duties and Responsibilities:**

- Plan fitness and nutrition activities, projects, and trips utilizing provided curriculum and volunteer skills and resources.
- Work with area schools, youth groups, and community leaders to recruit youth participants.
- Recruit, supervise, and evaluate volunteers to: a) lead activities/workshops on various topics of interest to youth, both on and off site; and b) facilitate positive group interaction.
- Assist Youth Programs with outreach efforts targeting underserved communities for youth and volunteer participation in after-school activities.
- Facilitate youth leadership of activities and projects using a youth development approach.
- Provide recognition for youth accomplishments
- Develop positive connections with parents/guardians of youth participants.
- Assist volunteers in planning activities/projects.
- Develop respectful and caring relationships with youth.
- Serve as a positive role model for youth.
- Develop and maintain positive connections with community collaborators.
- Complete required reports, permission slips, participant intake forms, etc.
- Participate in staff meetings and staff development opportunities.
- Transport youth to and from sites, including use of program van.
- Assist with other Youth Programs groups and events as assigned.
- Organize outreach, publicity, or other Youth Programs projects as assigned.

**Additional Duties and Responsibilities:**



- Increase public awareness of available youth and young adult programs in order to increase their access and use.
- Engage youth in keeping their meeting spaces, incl. the kitchen, clean, orderly, and safe for all.
- Shop at the Food Bank of Western Massachusetts for program food.
- Work collaboratively with other Youth Programs staff to create opportunities for combined activities.
- Other projects/duties as assigned.

### **Required Qualifications:**

- Experience working with youth in a group setting.
- Interest in fitness and nutrition education.
- Ability to use effective and positive communication, especially conflict resolution, with adults and youth.
- Competence with MS Office software and Internet.
- Ability to work as part of a strong, collaborative team.
- Ability to work independently and to take leadership in planning and developing programming.
- Valid driver's license, safe driver record, access to reliable transportation (public or private)

### **Preferred Qualifications:**

- Understanding of stages of youth development.
- Experience leading group activities at after-school program/camp/similar program.
- Background in volunteering or working with volunteers.
- Skills or interest with music, theatre, team building, art, cooking, gardening, etc.
- Note: Candidates who are Bilingual/bi-cultural Spanish/English or Moldovan/English are strongly encouraged to apply.

### **Tentative Member Schedule:**

35 hours/week: Monday through Friday, including 3-4 early evenings per week. Some morning, late evening, and weekend hours required.

Flexible schedule to accommodate Members' participation in required YouthServe meetings events.

### **Member Benefits:**

- Living allowance up to \$12,100 for full-time Members.
- Health insurance at no cost to the Member
- Child care assistance for eligible Members
- Education Award of \$5,550 upon successful completion of service

### **Member Supervisor:**

Lev Ben-Ezra  
413 774 7028 x657

[YPDirector@communityaction.us](mailto:YPDirector@communityaction.us)





## **Community Action Youth Programs**

**Member Title/Position:** Employment Readiness Specialist

**Agency/Program Mission:**

Community Action of the Franklin, Hampshire, and North Quabbin Regions (Community Action) is dedicated to promoting economic justice and improving the quality of life for people with lower income. Community Action's Youth Programs inspires young people to build community in partnership with guiding adults. We provide free youth development programs for young people ages 9-21 in the Hampshire, Franklin, and North Quabbin regions. Our specialties are leadership development, experiential education, community service, employment readiness, and diversity support (including gender, sexual orientation and ethnicity.)

**Member Objective:**

The Member/Employment Readiness Specialist will provide employment readiness groups, activities and supports for youth ages 14-21. Activities will take place in Greenfield and in the North Quabbin. The member will build connections with other organizations and coalitions in order to hold joint youth educational and occupational support activities.

**Essential Duties and Responsibilities:**

- Plan and lead group sessions for youth ages 14-21 based on an employment readiness curriculum, including sessions such as “how to apply to college,” “interview etiquette,” or “looking for jobs online.”
- Plan and lead field trips or special events related to education and employment, such as a visit to a local college, or a panel of area business owners.
- Provide employment readiness supports to individuals, such as helping a youth write a resume, look for a job, or practice for an interview.
- Work with (and supervise) 1-4 youth peer leaders, using a positive youth development approach to facilitate youth leadership and a supported first employment opportunity. Peer leader projects may include: maintaining a jobs board, youth resource area, monthly newsletter, youth recognition wall, and planning group sessions, trips, and individual supports detailed above.
- Work with area schools, youth groups, and community leaders to recruit youth participants.
- Recruit, supervise, and evaluate volunteers to: a) lead activities/workshops on various topics of interest to youth.
- Coordinate one-time and ongoing youth recognition opportunities, related to education and/or occupational success or achievement with other organizations and coalitions.
- Assist Youth Programs with outreach efforts targeting underserved communities for youth.
- Develop respectful and caring relationships with youth.
- Serve as a positive role model for youth.
- Develop and maintain positive connections with community collaborators.
- Complete required reports, permission slips, participant intake forms, etc.
- Participate in staff meetings and staff development opportunities.
- Transport youth to and from sites, including use of program van.

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- Assist with other Youth Programs groups and events as assigned.
- Organize outreach, publicity, or other Youth Programs projects as assigned.

### **Additional Duties and Responsibilities:**

- Increase public awareness of available youth and young adult programs in order to increase their access and use.
- Engage youth in keeping their meeting spaces, incl. the kitchen, clean, orderly, and safe for all.
- Shop at the Food Bank of Western Massachusetts for program food.
- Work collaboratively with other Youth Programs staff to create opportunities for combined activities.
- Other projects/duties as assigned.

### **Required Qualifications:**

- Experience working with youth in a group setting.
- Excellent communication skills, both written and verbal.
- Interest in helping youth become successful in employment and education.
- Ability to troubleshoot, find resources, and problem solve effectively.
- Ability to use effective/positive communication, especially conflict resolution, with adults and youth.
- Competence with MS Office software and Internet.
- Ability to work as part of a strong, collaborative team.
- Ability to work independently and to take leadership in planning and developing programming.
- Valid driver's license, safe driver record, access to reliable transportation (public or private)

### **Preferred Qualifications:**

- Understanding of stages of youth development.
- Experience teaching or leading workshops.
- Experience with job preparedness program, college career center, etc.
- Experience leading group activities at after-school program/camp/similar program.
- Background in volunteering or working with volunteers.
- Note: Candidates who are Bilingual/bi-cultural Spanish/English or Moldovan/English are strongly encouraged to apply.

### **Tentative Member Schedule:**

35 hours/week: Monday through Friday, including 3-4 early evenings per week. Some morning, late evening, and weekend hours required.

Flexible schedule to accommodate Members' participation in required YouthServe meetings events.

### **Member Benefits:**

- Living allowance up to \$12,100 for full-time Members.
- Health insurance at no cost to the Member

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- Child care assistance for eligible Members
- Education Award of \$5,550 upon successful completion of service

**Member Supervisor:**

Jennie Davis-Bulko

413 774 7028 x2

[jdavisbulko@communityaction.us](mailto:jdavisbulko@communityaction.us)







## **Upward Bound—Northfield-Mount Hermon**

**Member Title/Position:** Assistant to Upward Bound Academic Advisor

**Program Mission:**

To provide the skills and motivation to first generation low income youth so that they can be successful in high school and college.

**Member Mission:**

To provide academic and social support to low income college bound high school youth.

**Essential Duties and Responsibilities:**

Member will partner with a current advisor to do the following tasks:

- Assist students in finding and completing a community service placement in their communities.
- Assist advisor in coordinating parent and community volunteers to support the goals of the program.
- Provide recognition for student accomplishments
- Provide tutoring for students who are struggling with academic subjects
- Assist with school sessions to cover subjects including: structured homework sessions, study skills, SAT preparation, MCAS preparation, college search, career exploration, scholarship search, exploring diversity issues, leadership development.
- Document manually and on database information related to services provided
- Assist in planning and implementing special events, trips, reunions, and college visits
- Transport students in school van or in member car (mileage will be reimbursed) from schools, to program events, college trips and community service activities.
- Administrative projects such as mailings, newsletters, preparing curriculum, copying, communications, and scheduling which are directly related to member service
- Purchase and help organize snacks for afterschool program
- Assist students with college applications, and financial aid applications
- Serve in our residential life program during our 7-week Summer Academy.

**Required Qualifications:**

- Experience working with young people, preferably as a tutor, teacher or counselor
- Commitment to increasing access to higher education for underrepresented young people
- Strength in several academic areas



- Excellent oral and written communication skills
- Computer skills or willingness to learn FileMaker Pro, Word, and email programs
- Driver's license, safe driving record, reliable transportation, 21 years old minimum.

### **Tentative Member Schedule**

#### **Sept-May**

##### **Monday**

**10-12** staff meeting

**2-5** Tutor and assist in the after school program

##### **Tuesday**

**2-5** Tutor and assist in the after school program

##### **Wednesday**

**9-1** AmeriCorps meetings

**2-5** Tutor and assist in the after school program

##### **Thursday**

**11-2** Office projects

**2-5** Tutor and assist in the after school program

##### **Friday**

**10-4** Team building, training, college trips, planning, and projects.

Occasional weekend and evenings to assist with special events and trips

February and April vacations will include leading college trips and community service projects.

Lunch is provided at no cost whenever our member is on campus.

#### **Residential 7 week Summer Academy**

##### **Mid June to first week of August**

A schedule will be designed to best serve the students based on member's strengths and interests. It will include some evening hours and most likely residential life duties.

Housing and three meals a day are provided during this period.

#### **Member Benefits:**

- Living allowance up to \$12,100 for full-time Members.
- Health insurance at no cost to the Member
- Child care assistance for eligible Members
- Education Award of \$5,550 upon successful completion of service

#### **Member Supervisor:**

Gisele Litalien, 413 498 3652, [glitalien@nmhschool.org](mailto:glitalien@nmhschool.org)

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## North Quabbin—DIAL/SELF

**Member Title/Position:** DIAL/SELF - North Quabbin Outreach, Drop-in and Site-Based Services (2 positions)

**Agency/Program Mission:**

DIAL/SELF Youth & Community Services provides a broad range of services that foster youth empowerment by meeting basic needs, by creating opportunities for youth, and by advocating for youth interests in the communities we serve.

**Member Objective:**

To support and participate in a street outreach program, providing regular street, school, and event-based outreach to local youth; to provide support to our after-school/evening drop-in centers and focus groups for middle school and high school-aged youth which provide a safe social and learning environment for at-risk teens; to shadow and assist in case coordination of youth in need.

**Essential Duties and Responsibilities:**

- Support and assist with facilitation of our afternoon drop-in center for middle and high school-aged youth. Includes coordination of activities, light snacks/light meal and community volunteers.
- Support and assist with facilitation of our evening drop-in center for underserved teens. Includes teaching basic life skills, helping to prepare meals and engaging with an at-risk population.
- Regular participation in weekly outreach efforts to local middle and high schools. Includes scheduling outreach efforts, planning outreach activities and building connections with school officials and guidance counselors.
- Regular participation in street outreach and event-based outreach in Spring/Summer/Fall, and at specific indoor outreach sites in winter months. Includes approaching youth and community members about needs and offering appropriate referrals.
- Plan and coordinate experiential learning opportunities/trips and coordinate focus groups for a rural at-risk teen population offering exposure to varied cultural events and career exploration.
- Provide recognition for youth accomplishments and positive contributions.
- As needed, assist case workers with ongoing case coordination of youth. Includes holding one-on-one meetings with youth ages 11-22 to discuss goal setting and future's planning.
- Facilitate collaboration with other youth serving agencies around youth-focused programming.



- Respond to Information and Referral phone calls and provide support to youth and their families in the community.
- Complete ongoing tracking of levels of engagement with youth and support provided.
- Initiate and create programming of your own!

### **Required Qualifications:**

- Valid driver's license and access to insured vehicle
- Basic computer skills (word-processing, spreadsheet/database, email, internet searches)
- Solid writing skills especially around documentation of work with youth
- Willingness to approach young people in an informal, outreach setting
- Ability to be flexible and multi-task while staying organized
- Desire to work with young people
- Ability to access all programming locations (basement, 2<sup>nd</sup> and 3<sup>rd</sup> floors of buildings- via stairs)

### **Preferred Qualifications:**

- 1-2 years experience working with youth or young adults
- Associate's or Bachelor's Degree in a related field
- Experience working on crisis hotlines, hotlines in general

### **Tentative Member Schedule:**

All NQ AmeriCorps members will be schedule for some evening hours; typically 2-3- evenings per week and includes some weekend events/trips. Flexibility around scheduling is possible.

### **Member Benefits:**

- Living allowance up to \$12,100 for full-time Members.
- Health insurance at no cost to the Member
- Child care assistance for eligible Members
- Education Award of \$5,550 upon successful completion of service

### **Member Supervisor:**

Val LaBelle

978 544 1800 x1

[vlabelle@dialself.org](mailto:vlabelle@dialself.org)



## **RISE**

### **Smith Vocational and Agricultural High School**

**Member Title/Position:** RISE Resource Coordinator

**Agency/Program Mission:**

RISE is a school-community partnership program that recruits community volunteers and coordinates programs and projects to increase the programming capacity of middle and high schools in Franklin and Hampshire Counties and the North Quabbin. RISE programs are available free of cost to all students.

**Member Objective:**

To work with students, teachers, administrators, and parents to identify programming and service needs, and then to work with local business people, service agencies, colleges/universities, and volunteers to bring those services and programs to the school.

**Essential Duties and Responsibilities:**

- Establish rapport with students, faculty, and staff through daily service and interaction in the school.
- Develop and maintain a calendar of student competitions and events.
- Coordinate publicity about student achievements. Includes taking photos and writing press releases for local newspapers and the school's website.
- Develop and implement student recognition programs, with a particular focus on under-recognized students.
- Collaborate with faculty advisors for Skills U.S.A. and Future Farmers of America competitions to support leadership development among participating students.
- Collaborate with faculty advisors to support the development of student government.
- Communicate with students, faculty, administrators, parents, community members, community service agencies, etc. to determine additional programming needs on ongoing basis.
- Identify, recruit, coordinate, and manage community resources, volunteers, service providers to meet identified programming needs.
- Coordinate field trips, guest speakers, and other special events as requested by teachers and students.
- Function as contact person for community members who want to volunteer at the school.
- Collaborate with existing school-based programs, providing support and volunteers as needed.
- Recognize the achievements of students and the contributions of partners and volunteers



- Attend faculty meetings. Ensure that faculty and staff members are informed of RISE services and activities.

### **Additional Duties and Responsibilities:**

- Attend community meetings, volunteer fairs, etc, as appropriate
- (Optional) Create own direct-service group, to be run and offered as a part of RISE.

### **Required Qualifications:**

- Excellent communication skills, especially: tact, diplomacy, active listening, de-escalation, positive reframing
- Self-motivation and ability to work with little direct supervision
- Enthusiasm for enhancing the educational experience of middle and high school students
- Substantial youth work experience, either in schools or in after-school programs
- Ability to make presentations and speak professionally in front of groups of teachers, students, parents, business leaders, service providers, and any other interested parties
- Ability to balance multiple priorities
- Ability to establish rapport with youth while maintaining professional boundaries
- Basic computer skills including email, word-processing, and use of spreadsheets

### **Preferred Qualifications:**

- Experience recruiting and managing volunteers
- Experience with professional networking and marketing
- Teaching experience and/or familiarity with school culture
- Bachelor's or Master's degree in education, adolescent development, or related field

### **Tentative Member Schedule:**

Generally concurrent with the school week, M-F 8:00-4:00. Occasional hours in early mornings, evenings, or weekends as necessary. Somewhat flexible.

### **Member Benefits:**

- Living allowance up to \$12,100 for full-time Members.
- Health insurance at no cost to the Member
- Child care assistance for eligible Members
- Education Award of \$5,550 upon successful completion of service

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**Member Supervisor:**

Sarah Neelon  
413 587-1414 x3440  
[neelons@svahs.net](mailto:neelons@svahs.net)







## **RISE**

### **Amherst Regional Middle School**

**Member Title/Position:** RISE Resource Coordinator

**Agency/Program Mission:**

RISE is a school-community partnership program that recruits community volunteers and coordinates programs and projects to increase the programming capacity of middle and high schools in Franklin and Hampshire Counties and the North Quabbin. RISE programs are available free of cost to all students.

**Member Objective:**

To work with students, teachers, administrators, and parents to identify programming and service needs, and then to work with local business people, service agencies, colleges/universities, and volunteers to bring those services and programs to the school. In Amherst Regional Middle School, the RISE Resource Coordinator focuses on strengthening intervention and academic support programming and coordinating student activities (clubs, assemblies, class fundraisers, etcetera).

**Essential Duties and Responsibilities:**

- Establish rapport with students, faculty, and staff through daily service and interaction in the school.
- Coordinate Vela Scholars (after-school academic intervention and support program)
  - Obtain student referrals from school faculty and/or parents
  - Provide on-going communication about Vela Scholars to parents/guardians, students, and faculty
  - Collaborate with Amherst College and UMass to recruit and train volunteer tutors
  - Select and train additional tutors from school staff
  - Supervise tutors
  - Coordinate room assignments, tutor-student pairings, and daily logistics of program
  - Collaborate with subject coordinators to implement individualized student curriculum plans
  - Track student attendance and progress measures
  - Organize incentives, rewards, and events for participating students
  - Recognize student accomplishments
- Coordinate extra-curricular clubs
  - Gather student and parent/guardian input
  - Publicize available clubs and oversee sign-up
  - Schedule rooms and spaces for clubs



- Recruit community volunteers to assist with clubs, and match volunteers with clubs
  - Track student attendance at clubs
- Coordinate Student Activities
  - Organize school socials, assemblies, and cultural events
  - As needed, recruit volunteer speakers from the community for classes and assemblies
  - Recruit chaperones for events
  - Serve as a chaperone on field trips
- 8<sup>th</sup> Grade Student Leadership
  - Serve as a co-advisor, along with guidance counselors, to Student Leadership group
  - Supervise student meetings
  - Support student-initiated programs and fundraising
  - Coordinate volunteers and chaperones for events
- Attend faculty meetings
- Assist in supervision of hallways and lunch room

### **Required Qualifications:**

- Excellent communication skills, especially: tact, diplomacy, active listening, de-escalation, positive reframing
- Self-motivation and ability to work with little direct supervision
- Enthusiasm for enhancing the educational experience of middle and high school students
- Substantial youth work experience, either in schools or in after-school programs
- Ability to make presentations and speak professionally in front of groups of teachers, students, parents, business leaders, service providers, and any other interested parties
- Ability to balance multiple priorities
- Ability to establish rapport with youth while maintaining professional boundaries
- Ability to work with a diverse student population, including students of varied racial and ethnic identities, sexual orientations and gender identities, and socio-economic backgrounds
- Basic computer skills including email, word-processing, and use of spreadsheets. Ability to learn and use PowerSchool student data tracking system.



### **Preferred Qualifications:**

- Experience recruiting and managing volunteers
- Experience with professional networking and marketing
- Teaching experience and/or familiarity with school culture
- Bachelor's or Master's degree in education, adolescent development, or related field

### **Tentative Member Schedule:**

Generally concurrent with the school week, M-F 8:00-4:30. Occasional hours in early mornings, evenings, or weekends as necessary.

### **Member Benefits:**

- Living allowance up to \$12,100 for full-time Members.
- Health insurance at no cost to the Member
- Child care assistance for eligible Members
- Education Award of \$5,550 upon successful completion of service

### **Member Supervisor:**

Joel Singley  
413 362 1800  
[singleyj@arps.org](mailto:singleyj@arps.org)





## **RISE**

### **Amherst Regional High School**

**Member Title/Position:** RISE Resource Coordinator

**Agency/Program Mission:**

RISE is a school-community partnership program that recruits community volunteers and coordinates programs and projects to increase the programming capacity of middle and high schools in Franklin and Hampshire Counties and the North Quabbin. RISE programs are available free of cost to all students.

**Member Objective:**

To work with students, teachers, administrators, and parents to identify programming and service needs, and then to work with local business people, service agencies, colleges/universities, and volunteers to bring those services and programs to the school. In Amherst Regional High School, the RISE Resource Coordinator focuses on academic intervention and support through the Academic Achievement Center.

**Essential Duties and Responsibilities:**

- Establish rapport with students, faculty, and staff through daily service and interaction in the school.
- Collaborate with the Guidance Counselor Supervisor to support daily operations of the Academic Achievement Center (AAC)
- Recruit, train, support, and follow up with volunteer tutors, including those from UMass, Amherst College, and ARHS (peer tutors), for the AAC
- Develop tutor schedules
- Communicate with certified teachers and paraprofessionals about daily plans and needs for students in the AAC
- Provide daily oversight of students in the AAC, including connecting them with tutors, ensuring that rules and sign-in/sign-out procedures are followed
- Communicate with academic Department Heads about major assignments, tests, and projects
- Post major assignments, test, and projects on white board and update list daily and weekly
- Maintain a contact list including emails and room numbers of all teachers, and make the list available to students
- Meet with students individually every other week to review progress using the PowerSchool portal



- Coordinate with Guidance Counselor Supervisor and AAC paraprofessional to share responsibility for individual student check-ins, and to avoid duplicate check-ins
- Help students progressively become more independent and increase their ownership over their education throughout the year
- Provide recognition for student accomplishments and progress
- Take and enter daily attendance in PowerSchool
- Attend faculty meetings and other meetings as needed

### **Required Qualifications:**

- Excellent communication skills, especially: tact, diplomacy, active listening, de-escalation, positive reframing
- Self-motivation and ability to work with little direct supervision
- Enthusiasm for enhancing the educational experience of middle and high school students
- Substantial youth work experience, either in schools or in after-school programs
- Ability to make presentations and speak professionally in front of groups of teachers, students, parents, business leaders, service providers, and any other interested parties
- Ability to balance multiple priorities
- Ability to establish rapport with youth while maintaining professional boundaries
- Basic computer skills including email, word-processing, and use of spreadsheets. Ability to learn and use PowerSchool student data tracking system.

### **Preferred Qualifications:**

- Experience recruiting and managing volunteers
- Experience with professional networking and marketing
- Teaching experience and/or familiarity with school culture
- Bachelor's or Master's degree in education, adolescent development, or related field

### **Tentative Member Schedule:**

Generally concurrent with the school week, M-F 8:30-4:30. Occasional hours in early mornings, evenings, or weekends as necessary. Somewhat flexible.

### **Member Benefits:**

- Living allowance up to \$12,100 for full-time Members.
- Health insurance at no cost to the Member

The YouthServe AmeriCorps Program is funded in part by the Massachusetts Service Alliance, [www.mass-service.org](http://www.mass-service.org).



- Child care assistance for eligible Members
- Education Award of \$5,550 upon successful completion of service

**Member Supervisor:**

Lisa Zephyr  
413 362-1784  
[zephyrl@arps.org](mailto:zephyrl@arps.org)







## **The Step Program—DIAL/SELF**

**Member Title/Position:** Youth Activities and Services Facilitator

**Agency/Program Mission:**

DIAL/SELF provides a broad range of services that foster youth empowerment by meeting basic needs, by creating opportunities for youth, and by advocating for youth interests in the communities we serve.

**Member Objective:**

- To plan and facilitate group and individual service-learning, enrichment, and recreational activities for program youth
- To support youth in achieving their independent living goals by assisting staff with case management and aftercare services
- To promote the well-being and health of Step youth by providing weekly life skills training, weekly dinners, gardening opportunities, nutritional training and opportunities for physical activity

**Essential Duties and Responsibilities:**

- Assist in the development, implementation, and coordination of service-learning, enrichment, and recreational activities for Step Program youth, as well as volunteer service. Supervise youth during these activities.
- Establish and maintain connections with YouthServe sites, area schools, other youth service providers, local business manager, town governances, and local media to identify and coordinate opportunities for youth community participation, service, and enrichment.
- Coordinate the development and implementation of participant life skills classes, including involving youth and local volunteers in the creation and facilitation.
- Shop every other week at the Food Bank, or as needed, with assistance from youth, in order to create food boxes for participants and engage youth in preparing Step supper weekly.
- Design and host recognition activities for participant accomplishments.
- Collaborate with the Step Team to provide individualized support to Step program participants to help them identify and achieve their independent living goals.
- Provide some aftercare support and assist in case management.
- Complete all required program paperwork and records in a timely manner.
- Assist in crisis intervention when necessary and appropriate.
- Provide client transportation regularly
- Attend required trainings.
- Create and update tracking materials and binders for activities, life skills classes, local resources, and tracking volunteers for our program.
- Participate in program meetings including: Team, 11<sup>th</sup> Street case management group, House Meeting, Life Skills, individual supervision, agency trainings.
- Create the program's quarterly newsletter



### **Additional Duties and Responsibilities:**

- Seek out professional development trainings
- Use the agency's Facebook or other social networking media to stay connected to program alumni.
- Assist in efforts to fundraise for projects directly related to member service
- Additional duties as assigned

### **Required Qualifications:**

- Ability to be a self-starter and create programming and activities where there are none
- Ability to hold consistent boundaries while developing long lasting relationships with youth in a residential setting.
- Basic computer skills (word processing, spreadsheet / database)
- Willingness to work some evening/weekend hours
- Valid driver's license and reliable, insured transportation with the capacity to transport four or more youth at one time
- Willingness to work constructively with a variety of social service and legal agencies
- Ability to maintain appropriate professional boundaries
- Ability to handle flexibility
- Ability to tolerate conflict
- Excellent time management skills and multi-tasking abilities.

### **Preferred Qualifications:**

- Enthusiasm, creativity, flexibility, initiative, and the desire to be part of a team dedicated to positive youth development.
- Experience with youth, aged 16-21.
- Experience with facilitation of meetings, and group process
- Ability to work in varied modalities - individual, group, education, recreation and other.
- Bachelor's degree preferred
- Ability to utilize supervision as a venue for self-reflection
- Ability to adjust schedule depending on scheduled activities

### **Tentative Member Schedule:**

Tuesday through Saturday. Some evening and weekend hours required.

Basic schedule is Tuesday daytime, Wednesday late day, Thursday daytime, Friday late day, Saturday daytime (there is some flexibility in terms of specific hours).

**Member Benefits:**

- Living allowance up to \$12,100 for full-time Members.
- Health insurance at no cost to the Member
- Child care assistance for eligible Members
- Education Award of \$5,550 upon successful completion of service

**Member Supervisor:**

Keleigh Pereira  
413 774 7054 x103  
[kpereira@dialself.org](mailto:kpereira@dialself.org)





## **TeenLine—DIAL/SELF**

**Member Title/Position: TeenLine Outreach and Resource Drop-In Center (3 positions)**

### **Agency/Program Mission:**

DIAL/SELF provides a broad range of services that foster youth empowerment by meeting basic needs, by creating opportunities for youth, and by advocating for youth interests in the communities we serve.

### **Member Objective:**

To support and participate in a street outreach program, providing regular street, event-based, and school outreach to local youth; to provide support to resource drop-in centers for older youth; to create life skills programming and provide other opportunities to educate and engage at-risk youth.

### **Essential Duties and Responsibilities:**

- Regular participation in weekly outreach efforts to local Middle and High Schools. Includes scheduling outreach efforts, planning outreach activities and building connections with school officials and guidance counselors.
- Regular participation in street outreach and event-based outreach. Includes approaching youth and community members about needs and offering appropriate referrals.
- Support resource drop-in centers for runaway, homeless, and at-risk youth ages 15-20. Includes teaching life skills, facilitating weekly educational and recreational groups, helping to prepare meals and engaging with an at-risk population.
- Respond to Information and Referral phone calls and provide support to youth and their families in the community.
- Other tasks as assigned.

### **Additional Duties and Responsibilities:**

- As needed, assist TeenLine Youth Worker with ongoing case management of youth. Includes holding one-on-one meetings with youth ages 11-20 to discuss goal setting and future's planning.
- Help coordinate multiple seasonal activities and events, such as the Green Light Project (November), events for National Safe Place week (March), etc.
- Initiate and create programming of your own!
- Other tasks as assigned.

### **Required Qualifications:**

- Valid driver's license and access to insured vehicle
- Willingness to approach young people in an informal, outreach setting
- Ability to be flexible and multi-task
- Ability to maintain professional boundaries
- Desire to work with young people
- Basic computer skills (word-processing, spreadsheet / database, email)

### **Preferred Qualifications:**

- 1-2 years experience working with youth or young adults

The YouthServe AmeriCorps Program is funded in part by the Massachusetts Service Alliance, [www.mass-service.org](http://www.mass-service.org).



- Associate's or Bachelor's Degree in a related field
- Experience working on crisis hotlines, hotlines in general
- Fluency in Spanish, Russian or Moldovan

### **Tentative Member Schedule:**

All TeenLine AmeriCorps members will be scheduled for some evening hours; typically 2-3 evenings per week. Members' schedules will be a combination of 9AM-5PM and 11AM-7PM shifts.

### **Member Benefits:**

- Living allowance up to \$12,100 for full-time Members.
- Health insurance at no cost to the Member
- Child care assistance for eligible Members
- Education Award of \$5,550 upon successful completion of service

### **Member Supervisor:**

Kelsey Wessels  
413 774 7054 x102  
[kwessels@dialself.org](mailto:kwessels@dialself.org)





## **United Arc of Franklin & Hampshire Counties**

**Member Title/Position:** Youth Support Assistant for Family Support & Youth Transition

**Agency/Program Mission:**

The mission of The United Arc is “to lead in forging a society that values, respects, includes and recognizes the contribution of community members with disabilities.” The United Arc provides support services and advocacy to individuals with developmental disabilities and their families living throughout Franklin and Hampshire Counties and surrounding communities. The AmeriCorps member provides support services to youth and their families served by the Arc’s Family Support and Youth Transition Programs.

**Member Objective:**

To provide opportunities for youth with intellectual/developmental disabilities and those who have transitional support needs to gain skills, build social connections, reach meaningful goals and contribute back to their communities through service.

**Essential Duties and Responsibilities:**

- Facilitate a regular schedule of community-based activities for *Friends in Common (FIC)* & *North Quabbin Friends*— peer social groups for older teens/young adults with intellectual/developmental disabilities. These groups provide participants with opportunities for shared activities, increased independence, community exploration, social engagement, peer support and friendship, community service and personal recognition.
- Provide recognition for youth accomplishments and positive contributions.
- Collaborate with Arc Family support staff in outreach to potential social group participants and in program scheduling so that youth activities periodically coincide with support groups and workshops scheduled for parents.
- Provide support to parents, interns or volunteers who assist with social group activities.
- Identify and facilitate group service projects and volunteerism for older youth with developmental disabilities.
- Facilitate individual or small group learning opportunities for older youth who are transitioning to adult roles, i.e. resume development, practice for job interviews, learning how to use public transportation, preparation for driver’s permit tests.
- Conduct outreach to program participants through a variety of communication formats including flyers, email, phone, informational programs, and social networking.

**Additional Duties and Responsibilities:**

The YouthServe AmeriCorps Program is funded in part by the Massachusetts Service Alliance, [www.mass-service.org](http://www.mass-service.org).





- Provide support for young people with developmental disabilities to access community social /recreational opportunities on a 1:1 or small group basis.
- Conduct outreach with Family Friends Coordinator for community volunteers to become involved with children/youth with developmental disabilities and their families (outside of youth social groups).
- Provide support to Family Friends (volunteer) Coordinator in matching volunteers to youth known to the AmeriCorps member.
- Coordinate SibShop activities that bring together school-age siblings of youth with disabilities for sharing, group experiential learning and peer support, inviting involvement of older youth volunteer siblings as co-facilitators.

### **Required Qualifications:**

- Acceptable CORI.
- Ability to organize and carry out projects.
- Ability to work both independently and in group settings.
- Strong verbal and written communication skills; able to adapt to the ability and understanding level of individuals with verbal or written limitations.
- Ability to use the computer for internet research, word processing, preparation of outreach materials and flyers, data management, email, and other communication.
- Independent transportation with ability to transport others.

### **Preferred Qualifications:**

- Valid driver's license and personal vehicle available for use during AmeriCorps service.
- Previous experience or association with individuals with developmental or learning disabilities.
- Previous experience with children and/or youth.
- Demonstrated level of maturity with two or more years of work or school experience beyond high school level.



### **Tentative Member Schedule:**

Flexible schedule with concentration on afternoon, evening and weekends. Tentative schedule would be 3 days per week 12-6 PM and Fridays 12-9 PM with remaining hours flexibly scheduled for morning meetings, weekend events or occasional extended evening time for youth activities and special events. Final schedule may be adjusted based on participant needs and actual schedule of program activities. There may be slight variation week to week.

### **Member Benefits:**

- Living allowance up to \$12,100 for full-time Members.
- Health insurance at no cost to the Member
- Child care assistance for eligible Members
- Education Award of \$5,550 upon successful completion of service

### **Member Supervisor:**

Leslie Kinney  
413 774 5558 x1003  
[lesliekinney@unitedarc.org](mailto:lesliekinney@unitedarc.org)





## **United Arc of Franklin & Hampshire Counties**

**Member Title/Position:** Youth Support Assistant- Positive Parenting & Family Friends

**Agency/Program Mission:**

The mission of The United Arc is “to lead in forging a society that values, respects, includes and recognizes the contribution of community members with disabilities.” The United Arc provides support services and advocacy to individuals with developmental disabilities and their families living throughout Franklin and Hampshire Counties and surrounding communities. The AmeriCorps member provides support services to children/youth and families served by the Arc’s Positive Parenting Program.

**Member Objective:**

To provide enhanced social, recreational, learning and service opportunities for children and youth whose parents have intellectual and/or functional disabilities.

**Essential Duties and Responsibilities:**

- Facilitate a regular schedule of home and community-based social/recreational activities for children and youth residing at the Arc’s Structured Supported Living Program, providing clear information to families about upcoming events through personal visits, emails, monthly calendars or flyers, phone calls, and social networking
- Identify and facilitate periodic service projects so that children/youth living at the Structured Supported Living Program can contribute to their apartment complex or the neighborhood
- Facilitate periodic community recreation opportunities for children/youth whose parents are involved with Positive Parenting services and collaborate with Positive Parenting/Family Friends staff and volunteers on these activities
- Facilitate learning opportunities for older youth, including teen parents who are interested in gaining specific skills, i.e. cooking, preparing for a driver’s permit test, developing a resume or learning about and visiting places of interest in the community
- Support parents to become engaged with children’s activities. Serve as a resource to parents and program staff about community activities and programs for children/youth
- Conduct child activities, and provide transportation as needed, so that parents can attend parent education groups
- Provide recognition for the accomplishments and positive contributions of children/youth
- Assist with special events and celebrations for children and their parents, particularly events that are held during school vacations and during holiday weeks



- Provide specific assistance, as requested by supervisor, to support a child/parent, including transport to special events, appointments or other meetings

### **Additional Duties and Responsibilities:**

- Facilitate homework club or tutoring opportunities for youth whose parents have intellectual disabilities to ensure greater success in academic performance, coordinating activities with program staff or volunteers.
- Collaborate with program staff in conducting outreach to recruit community volunteers to become involved with families headed by parents with intellectual disabilities. Provide support to volunteers involved with children and families.

### **Required Qualifications:**

- Acceptable CORI
- Ability to organize and carry out projects.
- Ability to work both independently and in group settings.
- Strong verbal and written communication skills; able to adapt to the ability and understanding level of individuals with verbal or written limitations.
- Ability to use the computer for internet research, word processing, preparation of outreach materials and flyers, data management, email, and other communication.
- Independent transportation with ability to transport others.
- Ability to work in a multi-storied building that does not have elevators.

### **Preferred Qualifications:**

- Valid driver's license with personal vehicle available for use during AmeriCorps service.
- Previous experience or association with individuals with developmental or learning disabilities.
- Previous experience with children and/or youth.
- Demonstrated level of maturity with two or more years of work or school experience beyond high school level.



### **Tentative Member Schedule:**

Flexible schedule due to morning parent groups, late afternoon/early evening and occasional weekend activities. Tentative schedule: 2 days 9 – 5 PM, 2 days 12-8 PM with remaining hours flexibly scheduled with occasional weekend activities. Final schedule may be adjusted based on participant needs and actual schedule of program activities. There may be slight variation week to week particularly during school vacation periods.

### **Member Benefits:**

- Living allowance up to \$12,100 for full-time Members.
- Health insurance at no cost to the Member
- Child care assistance for eligible Members
- Education Award of \$5,550 upon successful completion of service

### **Member Supervisor:**

Sue Jones  
413 774 5558 x1005  
[suejones@unitedarc.org](mailto:suejones@unitedarc.org)





## **Youth Action Coalition**

**Member Title/Position:** YAC Programs Liaison

**Agency/Program Mission:**

Youth Action Coalition promotes youth empowerment through progressive arts and social action projects. We support youth voices and visions in our communities. We believe that by pairing intensive arts immersion with social justice education and action we help youth foster their natural talents as artists and build their strengths as community leaders and agents of change.

YAC's core program, ARTS-FOR-CHANGE (AfC), is a series of distinct arts, media and social justice education projects comprised of Get Up Get Down, GirlsEyeView and Video Vanguard, offered free of charge to youth ages 12 -18 in the western Massachusetts communities of Amherst and Ware.

**Member Objectives:**

- (1) To act as liaison to all YAC programs: work directly with youth, build connections and collaborations across YAC programs, and organize YAC-wide events.
- (2) To coordinate our volunteers/interns: providing training, oversight and coordination within programs.
- (3) To manage YAC outreach efforts: recruitment, public relations, social media and community networking.

**Essential Duties and Responsibilities:**

- Attend and support programs. Facilitate communication among YAC staff. Assist staff with recruitment, technical support, brainstorming ideas, project implementation.
- Participate in YAC staff meetings, trainings and events. Participate in all meetings of YAC Board of Directors.
- Organize YAC Unity events, such as exhibits, workshops, teambuilding activities, etc. Include a youth recognition component in these events.
- Recruit, train and mentor volunteers and interns, i.e., attend college recruitment fairs, lead workshops/trainings for interns, follow up on progress throughout the year.
- Assist with database management, documentation, and other program-related administrative tasks.

**Additional Duties and Responsibilities:**

- Manage YAC public relations: coordinate social networking presence; maintain blog, write press releases, etc.
- Network with and attend meetings of regional youth development networks and community partners, i.e.: SPIFFY Youth Development Work Group, Amherst Human Service Network, C3, Food For Thought Books, etc.
- If time allows, design and implement a new project in line with YAC's mission and goals.

**Required Qualifications:**

The YouthServe AmeriCorps Program is funded in part by the Massachusetts Service Alliance, [www.mass-service.org](http://www.mass-service.org).





- Understanding of and commitment to youth development and social justice education.
- Knowledge of and experience with visual arts, particularly photo, video, and related arts.
- Excellent organizational skills, ability to multi-task.
- Excellent oral and written communication skills.
- Proficiency in email, Word, Excel, PowerPoint and related software.
- Ability to work effectively and collaboratively with diverse staff, interns, participants and Board of Directors.
- Ability to supervise interns and volunteers
- Willingness to implement YAC's standards, curriculum and ideology.

### **Preferred Qualifications:**

- Prior experience/training working against racism/oppression
- Experience in facilitating trainings
- Proficiency in Filemaker, Photoshop, Pagemaker, Final Cut Pro
- Car

### **Tentative Member Schedule:**

Planning, staff meetings, coordinating events and other duties will take place during the workday. AfC programs take place Mon-Thur after school and evening hours. Program events usually take place in the evenings and/or on weekends. Office hours flexible, preferred Mon, Tues, Thurs.

Our AfC program schedule runs late-September through May/early June. Each program meets 2 afternoons per week. The weeks prior to start-up are set aside for training and planning, recruiting youth and volunteers. At programs' end we debrief and evaluate programs, write up reports, and begin preliminary planning for the following year. Potential for summer programming dependent on funding.

### **Member Benefits:**

- Living allowance up to \$12,100 for full-time Members.
- Health insurance at no cost to the Member
- Child care assistance for eligible Members
- Education Award of \$5,550 upon successful completion of service

### **Member Supervisor:**

Stacey Lennard  
413 362-1784, slennard@youthactioncoalition.org