

ACT Community Service Center

Member Title/Position: Youth Leadership and Service Coordinator

Agency/Program Mission:

DIAL/SELF Teen Services is an independent, community-based, non-profit organization whose mission is to create opportunities, services, and programs that promote the health and positive development of youth in Western Massachusetts.

The mission of ACT Community Service Center is to mobilize people and resources to address diverse community needs through meaningful volunteer service.

Member Objective:

To assist with the operation of the ACT Community Service Center and in the development of a program component focused on identifying, creating and supporting opportunities for service for youth and/or service to area youth and families. To recruit and train youth and young adults in leadership and support them in placements with non-profit boards, municipal and county boards and committees.

Duties and Responsibilities:

- Assist the program director in the continued expansion, enhancement, and operation of the ACT Community Service Center.
- Collect and maintain information on service opportunities currently offered that are appropriate to youth and/or to serve youth and families.
- Research and provide resource information to community-based organizations on ways to work most effectively with youth doing service work.
- Work with community-based organizations to develop additional appropriate service opportunities for youth, and/or to serve youth and families.
- Reach out to area youth groups and adults to recruit them for service opportunities.
- Further develop and refine a leadership training program (Franklin Youth Initiative) for youth and young adults that was previously offered as a pilot program.
- Recruit youth and young adults to participate in the leadership training program. (Franklin Youth Initiative).
- Provide placements and ongoing support for youth and young adults on local boards and committees. (Franklin Youth Initiative)
- Assist the RISE programs of DIAL/SELF with the recruitment of community volunteers to work with middle school students.

Required Qualifications:

- Proficiency with Windows and Microsoft Office
- Must be willing to work some evening/weekend hours
- Valid driver's license and reliable, insured transportation
- Ability to maintain appropriate boundaries with other members
- Bachelor's degree
- Enthusiasm, creativity, flexibility, initiative
- Experience working with youth or young adults
- Excellent communication and organizational skills
- Comfort with initiating contacts in the community

Preferred Qualifications:

- Experience in serving the community as a volunteer

Tentative Member Schedule:

Flexible

Big Brothers Big Sisters of Franklin County

Member Title/Position: Case Manager Assistant/Activities Coordinator

Agency/Program Mission: Big Brothers Big Sisters of Franklin County is dedicated to helping children reach their highest potential through professionally supported one-to-one mentoring relationships with volunteers. The vision of Big Brothers Big Sisters of Franklin County is to provide successful mentoring relationships for all children who need and want them, contributing to brighter futures, better schools and stronger communities for all.

Member Objective: The YouthServe member will learn about and assist with all aspects of the Case Management process at Big Brothers Big Sisters. This will include recruiting, assessing, and matching children with appropriate mentors, as well as providing programming and support that will enhance our mentoring relationships. The YouthServe member will work with staff to plan events, generate publicity and develop innovative recruitment strategies to strengthen our volunteer base.

Duties and Responsibilities:

- Assist Case Management staff in assessment and matching process for both Prep School and Community programs. This will include learning to interview both volunteers and children
- Co-supervise weekly Friday night programs at Deerfield Academy. Duties will include (but are not limited to):
 - Supervision of “Littles” (children ages 6-12) on buses to and from the program and on campus
 - Assisting mentors during Friday night program with challenges involving their Littles, and provide ongoing support throughout the duration of the match
 - In general, be responsible for the safety and well-being of participants
 - YouthServe member will be expected to work most Friday evenings 4-9 PM.
- Attend bi-weekly professional staff meetings
- Assist in planning and staffing agency events, such as annual picnic and fundraisers.
- Attend networking meetings with other youth serving agencies
- Attend appropriate trainings
- Assist with development and mailing of bi-monthly newsletters to publicize agency activities
- Plan inexpensive activities for matches in our prep programs and community programs

Required Qualifications:

- Personable, with the ability to relate to a wide range of personalities
- Enjoy working with children
- Flexible, ability to multi-task
- Available Friday evenings, 4-9PM
- Excellent writing skills
- Valid driver's license, use of insured vehicle
- Ability to create fun events with little or no money
- Sense of humor and enthusiasm

- Submit and Pass a CORI check
- Computer literacy or willingness to learn basic Office software

Tentative Member Schedule:

- Friday Evenings 4-9 PM are the only critical hours during the week. The other hours of service are flexible.

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, and Amherst 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.

Duties and Responsibilities:

- Recruit volunteer Big Brothers and Sisters. This includes:
 - staffing on-campus and community events for recruitment
 - coordinating meetings of the Board recruitment committee
 - 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
- Plan and implement weekly group activities for mentors at UMass and their Littles under case manager. Be available at the site during the program. The program meets Thursdays, 3:00-7:00 pm.
- Plan and implement weekly group activities for mentors at Smith College and or Amherst College and their Littles under case manager. Be available at the site during the program for two out of the following three afternoons:
 - The Smith College program meets Wednesdays, 3:30-6:30 pm.
 - The Amherst College program meets Mondays and Tuesdays, 3:30-6:30, 4:00-7:00 pm.
- 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)
- 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)
- Train volunteer Big Brothers and Sisters in effective ways to recognize their mentees’ successes and accomplishments.
- Create flyers for program events and workshops

- Participate in training of volunteers if desired
- Attend weekly staff meetings
- Other duties as assigned

Required Qualifications:

- Commitment to the welfare of children
- Interest 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, Printshop, using Internet for research
- Flexible; self-motivated, works well independently
- Dependable
- Comfortable in a small, busy office
- Comfortable asking for help and support
- Comfortable with public speaking
- Must be available Thursdays, 3:30-7:00 pm, Mondays (4-7 pm) and Tuesdays (3:30-6:30) for site-based programs. Staff meetings are mandatory, 1-3 pm on Thursdays. Availability on some other evenings a plus for recruitment-related activities.

Preferred Qualifications:

- Experience with volunteer recruitment.
- Experience interacting with people by phone; taking references
- 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 Thursdays 3:00-7:00pm for UMass program, and for two out of the following three afternoons: Mondays (3:30-6:30 pm) and Tuesdays (4-7pm) for Amherst College program; and Wednesdays 3:30-6:30pm for Smith College program. Staff meetings are mandatory, 1-3 pm on Thursdays. Availability on some evenings is a plus for recruitment-related activities. Availability in the late afternoon or evening on some other days of the week is also helpful for completing references, though not required. 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 8-6 pm, 8-7 pm for information sessions.

The Brick House Community Resource Center

Member Title/Position: Youth Program Assistant

Agency/Program Mission:

As one part of its purpose to foster positive community development, The Brick House has created a Youth Center whose purpose is to support the well-being and healthy development of area youth. The overall 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.

Member Objective:

To support The Brick House, the Youth Programs Coordinator, and The Brick House participants by providing and supervising activities. Taking an active role in supporting participants by helping to develop and improve programming. To assist our participants in becoming well rounded, empowered community members.

Duties and Responsibilities:

- Provide outreach for fuller participation at the Teen Center
- Staff the Teen Center with the Youth Programs Coordinator
- Conduct surveys
- Facilitate dialog amongst participants regarding Teen Center programming ideas/changes/improvements
- Work on Montague Skate park Initiative with teens
- Work with youth assistant(s) to tape and edit content for Brick House TV
- Develop and implement appropriate programming for teens with Community Members and Brick House staff
- Organize and staff open mics and concerts one to two times per month
- Staff events held by The Brick House
- Assist with upkeep of Teen Center
- Supervise youth performing Community Service
- Other duties as assigned

Required Qualifications:

- Willingness to learn and work hard
- Technological and Computer literacy (hopefully including working with video, photography and music)
- Good written, verbal and non-verbal communication skills
- Good planning and organizational skills

- Willingness to cooperate with and have respect for the opinions of other staff, community members and participants
- Understands the importance of and is committed 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:

M-F 12-6 or 1-7, with some weekend and later evening hours probable.

Community Action Youth Programs

Member Title/Position: Youth Programs Assistant Coordinator (2 positions)

Agency/Program Mission: Community Action is dedicated to promoting economic justice and improving the quality of life for lower income people. Youth Programs provides free prevention and enrichment programs to lower income youth and young adults (ages 6-21) in Franklin County, Hampshire County, and the North Quabbin region. Many activities are offered, including prevention groups, enrichment activities, recreation programming, peer leadership opportunities, and support/advocacy.

Member Objective: To assist with the regular facilitation of youth groups and to help develop content with the group members and coordinator. Member may choose to include a community service learning activity to be accomplished at some point in the member's term. This means that some groups will be regular, weekly meetings, while others will be short-term, for the length of a specific project.

Duties and Responsibilities:

- Assist with the regular weekly facilitation of youth groups and substituting as needed for a variety of youth program groups, which may include Peanuts, GLASS, Generation Q, Diversity, Launch, and others.
- Assist in the development and implementation of community service learning projects with youth ages 6-21 from a variety of groups, at COMMUNITY ACTION Youth Programs.
- Assist with the development and implementation of youth development activities, which may include leadership activities, incl. community outreach.

Required Qualifications:

- Bachelor's degree and/or relevant life experience.
- Commitment to multicultural organizational development and youth empowerment.
- Valid drivers license, reliable transportation and ability to be insured by COMMUNITY ACTION's insurance policy. (Clean driving record required!)

Desired Qualifications:

- Understanding of child development issues confronting lower income youth from high-risk environments (preferred)
- Bilingual (Spanish, Russian, Moldavan/English)
- Computer skills such as desktop publishing, web page development, or video production

Physical Demands and Work Environment: The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and/or hear. The employee is occasionally required to stand, use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to drive, walk and climb stairs. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include vision and ability to adjust focus. The employee must have the ability to be added to Community Action's non-owned and hired vehicle policy, and drive a personal vehicle.

The noise level in the office is usually quiet. The work environment is primarily within an indoor office environment or comparable space, with occasional exposure to outdoor weather when traveling to outreach or meeting sites.

Tentative Member Schedule: Monday thru Friday, 10am-6pm, with some later evenings and weekends. Some flexibility is necessary to accommodate the meeting times of various groups

Resources Invested in Student Excellence (RISE): Greenfield, Turners Falls, and Athol Middle Schools and Smith Vocational and Agricultural High School

Member Title/Position: Community Resource Liaison (4 Positions)

Agency/Program Mission:

RISE is a school-community partnership that recruits community volunteers 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. Recent RISE programs include: a woodshop program, a rock band, one-on-one tutoring, guest readers, a volunteer-staffed library, a dance group, a girls' group, and several anti-bullying groups.

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, and volunteers to bring those services and programs to the middle school.

Duties and Responsibilities:

- In returning schools: work closely with Program Coordinator and the Principal to set priorities and implement programs building off of previous year's accomplishments. In new schools: work with Program Director and Principal to begin new program.
- Work daily in the school to establish rapport with students and staff
- Convene focus groups consisting of students, faculty, administrators, parents, community members, business people, etc. to determine programming needs on ongoing basis
- Identify, recruit, coordinate, and manage community resources, volunteers, service providers to bring programming and support into school
- Function as contact person for community members who want to volunteer at the school
- Collaborate with the existing 21st Century after school programs
- Attend Middle School / High School staff meetings 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 Schoolers
- Substantial youth work experience, either in schools or in after school programs
- Ability to balance multiple priorities

- Ability to establish rapport with youth while maintaining professional boundaries

Preferred Qualifications:

- 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 day, M-F 9-5, and then some evening hours as necessary. Very flexible.

ServiceNet, Inc. Transition Age Youth Program

Member Title/Position: Youth Transition Facilitator

Agency/Program Mission:

ServiceNet, Inc. provides a wide range of services for people in the Pioneer Valley. Programs include acute mental health services; outpatient clinical and counseling services; adolescent support programs; an employee assistance program; early intervention for young children; home health care; rehabilitation and residential programs for those with mental health issues, mental retardation, or head injuries; and shelter and housing services for the homeless.

The mission of the Transition Age Youth program is to inspire young adults, ages 18-25, challenged with a mental illness, to achieve the skills necessary to live independently and encourage them to recognize their full potential.

Member Objective:

The Youth Serve AmeriCorps member will support and facilitate the mission of the Transition Age Youth program by finding or creating appropriate, appealing supports that address the unique strengths and needs of young people with emotional or behavioral difficulties. The member would work with the TAY staff to assist young adults in identifying their goals, successfully achieve their goals, and engaging them in activities and events that support their movement toward greater self-sufficiency.

Duties and Responsibilities:

- Assist the program in assessing the needs of the young adults through a mental health recovery, person-centered, strengths based model of care
- Teach the skills of goal setting, planning, resource identification, engagement and enactment that will assist the young person in leading a planful, adult life
- Assist young adults in the development of their own Mental Health Recovery Plans by identifying goals and finding and engaging resources to help them pursue their goals
- Organize and participate in one-on-one and small group recreational activities that enrich and support young adults in their own mental health recovery
- Participate in data collection
- Encourage and support young adults in participating in the local Western MA Youth Council
- Encourage and support young adults in adopting a holistic approach to wellness which includes mind, body, spirit and community, by attending ServiceNet's Fit Together Wellness Center
- Nurture and work in partnership with parents and families as the young person meets the challenges presented during these transition years
- Participate in intern forums to discuss topics of interest to the group
- Plan and attend a weekly house meetings
- Attend weekly staff team meetings
- Assist in the development of a TAY program brochure
- Attend trainings pertinent to working with Transition Age Youth

Required Qualifications:

- Commitment to the mission of the TAY program and willingness to explore with young adults the challenge of their own mental health recovery
- Ability to work within a team structure by supporting good communication, a commitment to resolving conflicts that arise, and tackling the challenge of fostering client/consumer independence with the expectations required by the funder
- Ability to maintain appropriate professional boundaries in a field that is re-examining traditional boundaries within a mental health recovery model
- Enthusiastic, energetic, creative individual who is willing to bring their personal strengths and interests to the lives of young people as a mentor and role model
- Willingness to maintain a flexible schedule that would best meet the needs of the young adults
- Computer literacy
- Good written and verbal communication skills

Preferred Qualifications:

- Ability to relate to others, willingness to explore motivational strategies that foster independence and effective decision making
- Ability to be self-reflective and utilize supervision and colleague feedback to enhance the effectiveness of their work
- Ability to engage young people in examining the four Transition Domains: the three setting domains (Employment, Education, and Living Situation) and the one Community Life Functioning Domain (individual's personal-effectiveness and community-living skills and resources)
- Valid driver's license and an available vehicle

Additional Consideration:

ServiceNet supports the employment of individuals living with mental illness and engaged in the recovery process. Individuals in their own recovery with lived experience are encouraged to apply as a YouthServe member on this TAY team.

Tentative Member Schedule:

Flexible. This is a 24 hour group living and outreach program. A schedule would be developed that would best meet the needs of the young adults, the program and the Youth Serve member. Some evening and weekend hours would be desirable.

The Step Program

Member Title/Position: Activities Assistant

Agency/Program Mission:

To support youth aged 16-22 in making safe, planned, and positive transitions from foster care or homelessness to living independently.

Member Objective:

To plan and facilitate service-learning, enrichment, and recreational activities for program youth, and to support youth in achieving their independent living goals.

Duties and Responsibilities:

- Assist in the development, implementation, and coordination of service-learning, enrichment, and recreational activities for Step Program youth.
- 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.
- Assist staff in the development and implementation of participant life skills classes and community meetings.
- 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.
- Complete all required program paperwork and records in a timely manner.
- Assist in crisis intervention when necessary and appropriate
- Provide client transportation as needed
- Attend required trainings
- Participant in program meetings including: Team, 11th Street case management group, House Meeting, Life Skills, individual supervision

Required Qualifications:

- Basic computer skills (word processing, spreadsheet / database)
- Willingness to work some evening/weekend hours
- Valid driver's license and reliable, insured transportation
- Willingness to work constructively with a variety of social service and legal agencies
- Ability to maintain appropriate professional boundaries
- Ability to tolerate conflict

Preferred Qualifications:

- Enthusiasm, creativity, flexibility, initiative and the desire to be part of a team dedicated to youth
- Ability to facilitate group processes
- Ability to work in variety of modalities—individual, group, education, recreation and other
- Bachelor's degree preferred
- Ability to effectively utilize supervision as a venue for self-reflection

Tentative Member Schedule:

Either Sunday-Thursday or Tuesday-Saturday. Flexible, but some evening and weekend hours required.

DIAL/SELF – TeenLine

Member Title: TeenLine Outreach and Drop In (3 positions)

Program: TeenLine Basic Center and Street Outreach

Agency Mission:

DIAL/SELF Teen 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 and school outreach to local youth; to provide support to an after school drop in center for middle school aged youth; to provide support to an evening drop in center and overnight warming center for older, homeless youth; to shadow and assist in case management of youth in need.

Duties/Responsibilities:

- Support and staff afternoon drop in centers for middle and high school aged youth. Includes coordination of activities, light snacks and community volunteers.
- 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 in Spring/Summer and at specific indoor outreach sites in winter months. Includes approaching youth and community members about needs and offering appropriate referrals.
- Support and staff evening drop in center for runaway and homeless youth ages 16-22. Includes teaching basic life skills, helping to prepare meals and engaging with an at-risk population.
- As needed, assist case managers with ongoing case management of youth. Includes holding one-on-one meetings with youth ages 11-21 to discuss goal setting and future's planning.
- Help coordinate multiple seasonal activities and events, such as Greenfield-On-Wheels Bicycle Program, Green Light Project (November), etc.
- Respond to Information and Referral phone calls and provide support to youth and their families in the community.
- Initiate and create programming of your own!

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
- Desire to work with young people

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
- Fluency in Spanish, Russian or Moldovan

Tentative Member Schedule:

All TeenLine/NQ AmeriCorps members will work evening hours; typically 2-3 evenings per week. Most schedules will run on either a Tuesday-Saturday schedule or a Sunday-Thursday schedule. Flexibility around scheduling is certainly possible!

DIAL/SELF – North Quabbin

Member Title: North Quabbin TeenLine Outreach and Drop In (2 positions)

Program: Dial/Self – North Quabbin Basic Center and Street Outreach

Agency Mission:

DIAL/SELF Teen 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 and school outreach to local youth; to provide support to two after school/evening drop in centers for middle school and high school aged youth which provides safe social and learning environment for at risk teens; to shadow and assist in case management of youth in need.

Duties/Responsibilities:

- Support and staff afternoon drop in centers for middle and high school aged youth. Includes coordination of activities, light snacks/light meal and community volunteers.
- Support and staff evening drop in center for at 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 in Spring/Summer 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 for rural at risk teen population offering exposure to varied cultural events and career exploration.
- As needed, assist case managers with ongoing case management of youth. Includes holding one-on-one meetings with youth ages 11-21 to discuss goal setting and future's planning.
- Respond to Information and Referral phone calls and provide support to youth and their families in the community.
- Initiate and create programming of your own!

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
- Desire to work with young people

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 work evening hours; typically 2- evenings per week and includes some weekend events/trips. Flexibility around scheduling is certainly possible!

Upward Bound

Member Title/Position: Assistant to Upward Bound Academic Adviser

Duties and Responsibilities:

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

- Meet with students weekly in target schools to set goals, review progress, provide information and resources, provide support, guidance, coordinate with school personnel.
- Assist students in finding and completing a community service placement in their communities. Assist adviser in coordinate parent and community volunteers to support the goals of the program.
- 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
- Participate in weekly team meetings
- Occasionally transport students in school van or in member car (mileage will be reimbursed) from schools, to program events, college trips and community service activities.
- Assist with office projects such as mailings, copying, scheduling related to program events
- Assist students with college applications, and financial aid applications

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
- College graduate preferred, we will consider students with some college
- Flexibility, ability to work independently, good judgment, caring approach with young people.
- Valid driver's license, minimum 2 years safe driving record, reliable transportation to worksite

Tentative Member Schedule:

Mon-: 9-11 Office prep, **11-2** lunch and staff meeting, **2-5** tutor and assist in the after school program.

Tues: 9-2 Office prep or assist in schools with tutoring, MCAS prep. **2-5** tutoring, assist with after school curriculum and tutoring.

Wed: AmeriCorps meetings, **2-5** Assist in afterschool program

Thurs: 9-2 Office prep or assist in schools with tutoring, MCAS prep. **2-5** tutoring, assist with curriculum.

Friday 9-5 Team building, training, planning, projects in office.

Lunch provided at no cost whenever member is on campus.

Occasional weekend and evenings to assist with orientation, financial aid night, junior night, reunions.

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

Intensive 7 week Summer Academy (Mid June to late July or to end of member's commitment) is on a very different schedule. Depending on member's strengths and interests a schedule will be designed to best serve the students. It may include some evening hours. Possibility of housing and three meals a day for during 7 week program if member meets our needs for residential life staff.

Youth Action Coalition

Member Title/Position: Video Vanguard Program 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.

Member Objective:

To coordinate all aspects of the Video Vanguard program –design and implement curriculum, facilitate workshops, collaborate with other youth groups and organizations.

Video Vanguard Summary: Video Vanguard (VV) works with youth of color and allies integrating youth leadership, video production and social justice education. Youth use these skills to create video pieces that address issues that are important to them and are overlooked by the mainstream media. Returning youth work as Peer Leaders, mentoring new youth in the skills they have previously learned while also creating their own video productions and organizing community events.

Duties and Responsibilities:

- Recruit program participants. VV is offered to high school-aged youth of color and allies. We place a big emphasis on outreach and recruitment to bring together a diverse group of young people. An application is part of the process.
- Develop and implement program curriculum.
- Provide hands-on, technical training in digital video and support the production and completion of youth projects.
- Mentor Peer Leaders in their independent video work and in their organizing of community events.
- Network with other youth and community organizations, schools, etc.
- Collaborate with YAC staff on joint projects that further the mission of VV and YAC.
- Participate in evaluation of the project throughout the year and at year's end.
- Assist participants with technical support, brainstorming ideas, project implementation, as well as emotional support in a mentor relationship.
- Recruit and train interns.
- Participate in YAC staff meetings, trainings and events.
- Attend meetings of other regional youth development networks, i.e.: Hampshire Youth Workers Alliance, Amherst Human Service Network, etc.

Required Qualifications:

- Knowledge of and experience with digital video production.
- Experience working with diverse youth communities.
- Understanding of and commitment to youth development and social justice education.
- Excellent organizational skills, ability to multi-task.
- Excellent communication and organizational skills.
- Ability to work effectively and collaboratively with diverse staff, interns, participants and Board of Directors.
- Willingness to implement YAC's standards, curriculum and ideology.

Preferred Qualifications:

- Access to reliable transportation
- Ability to supervise others

Tentative Member Schedule:

Group meetings run 2-3 afternoons/week after school plus additional days for editing and post-production as needed. Planning, intern meetings, coordinating events and other duties will take place during the workday. Program events (screenings, exhibitions, cabarets) usually take place in the evenings or on weekends.