



## Commonwealth Corps Service Position Description



826 Boston  
Commonwealth Corps Out-of-School-Time Coordinator

The mission of the Commonwealth Corps is to engage Massachusetts residents of all ages and backgrounds in service to strengthen communities, address unmet community needs, and increase volunteerism.

Commonwealth Corps members with 826 Boston will serve 10.5 months in a full-time capacity. What they have in common is a desire to put their talents and ideas to use in the service of their communities and the Commonwealth.

826 Boston is a nonprofit youth writing and tutoring center whose mission is to support students ages 6 to 18 with their creative and expository writing skills, and to help teachers inspire their students to write. In its fourth year of partnership with Commonwealth Corps, 826 Boston seeks an Out of School Time Coordinator to support two of 826 Boston's creative and innovative programs: Egleston After-School and Storytelling & Bookmaking Field Trips. Both programs are offered at the 826 Boston center and Greater Boston Bigfoot Research Center in Roxbury's Egleston Square.

826 Boston's high-impact programs are based on the understanding that great leaps in learning can occur with one-on-one attention, and that writing skills are fundamental to future success. 826 Boston is part of a national network of youth writing centers founded by the award-winning author Dave Eggers. Voted one of the top 30 companies to work for by *Good Magazine*, the 826 network received the 2013 American Literacy Prize for its pioneering work to eradicate illiteracy in the United States.

### **Responsibilities:**

#### *Essential*

- Complete a minimum of 1,500 hours of service, serving through June 24, 2017
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 total) and 826 Boston including a new member orientation on August 15 & 16, 2016.
- Participate in a minimum of 1 hour of MSA-related activities each week (in person or virtually)
- Provide one-on-one tutoring support to students in the 826 Boston Egleston After-School Program
- Coordinate family outreach, enrollment, and other administrative duties for the Egleston After-School Program
- Provide writing and other support as relevant to service role for after-school published collections of student writing; support event planning and facilitation of book release parties
- Lead one "After After-School" evening tutoring session for teens per week schedule will be adjusted on that day)
- Lead one bookmaking and storytelling field trip per week at the 826 Boston center
- Distribute and collect surveys for the Egleston After School Program and Field Trip Program
- Support the 826 Boston Program Manager with each program's facilitation, including training volunteers for key roles, and identifying materials and strategies to support students in areas of need and interest

#### *Marginal*

- Support 826 program staff with the creation and implementation of student activities and readings at community events and fundraisers, i.e. Boston Book Festival, Books for Breakfast, and Night of 1,000 Stories as related to service position.

## Qualifications:

### *Required*

- Massachusetts residency and legal authorization to work in the United States
- 18 years of age or older
- Experience with or interest in volunteerism and community engagement
- Ability to balance service commitment with other family/work/school/community commitments in a sustainable way
- Experience teaching or working in urban and/or underserved communities
- Strong organizational skills and the ability to multi-task
- Strong written and verbal communication skills
- Enthusiastic belief in the mission of 826 Boston as evidenced by a passion for writing and working with youth

### *Preferred*

- Minimum of one year of experience teaching or tutoring students in writing in an urban and/or underserved setting
- Knowledge of publishing and design

## Member Benefits:

- **Stipend** of \$479.16 every other week while in service, up to \$11,500, minus taxes and withholdings;
- **Health insurance (full-time members only)**, individual coverage only);
- **Completion award** of up to \$2,000 upon successful completion of service, minus taxes and withholdings;
- **Training and other professional development** opportunities; including up to \$300 towards professional development from 826 Boston as approved by their agency and the opportunity to attend the 826 national 101 seminar in NYC.
- **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;
- Limited travel reimbursement from their host site for certain service-related travel away from their usual service location, according to that agency's policies; plus an \$80/month travel allowance;
- The opportunity for at least 10 (full-time) days of planned absences (may include holidays); and
- Opportunity to join with others with a common sense of purpose as part of the Commonwealth Corps.

*Please note that receipt of these stipends/benefits may impact an individual's eligibility for certain public benefits.*

## Term of Service:

- **Position Start Date:** August 15, 2016
- **Position End Date:** June 24, 2017
- Service commitment will average 38 hours per week during the following days/times: Monday-Friday, 10:00am-6:00pm, with occasional evenings and Saturdays. Saturday service will be limited to two Saturdays, and no more than once/month. Optional evening service would be offered for members wishing to participate in team activities, including book releases, fundraisers and other events.
- [Please note: one day of the week will be selected for an "After After-School" tutoring session

with teens, 6:30-7:30pm. On that day, the schedule will be 12:00pm-8:00pm.]

**Application Instructions:**

- To apply, submit a cover letter and resume by June 3rd to Karen Sama, 826 Boston Program Manager: [karen@826boston.org](mailto:karen@826boston.org). Please write "Commonwealth Corps OOST Coordinator" in the subject line.

Accepted members will be required to undergo a criminal offender and sexual offender background check.

*826 Boston will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, religion, sex, sexual orientation, age, veteran status, color, political affiliation, creed, national origin, marital status, or any other status as protected by federal, state, and local laws. 826 Boston welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*