



AmeriCorps VISTA Out-of-School-Time Student Engagement Designer a/k/a **Student Engagement VISTA**

826 Boston, a nonprofit youth writing center located in Roxbury, Massachusetts, seeks a highly organized and dynamic team member to serve as its VISTA Out-of-School-Time Student Engagement Designer. The service period spans from August 1, 2016 to August 4, 2017.

826 Boston is dedicated to teaching creative and expository writing to underserved students ages 6 to 18, and to helping Boston Public School teachers inspire their students to write. Our 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, which was voted one of the top 30 companies to work for by *Good Magazine*. In 2013, the 826 network received the American Literacy Prize from the Library of Congress for its pioneering work to eradicate illiteracy. Since opening in 2007, 826 Boston has delivered its free youth writing and tutoring programs to more than 15,000 students and has been recognized by *The Boston Globe* as one of the best places in the city to volunteer. 826 Boston's youth writers have published their work in *The New York Times*, *The Boston Globe*, and in numerous award-winning 826 Boston books, including *A Place for Me in the World*, which was hailed as a "triumph of middle school education" by *The Boston Globe*. 826 Boston is an equal opportunity employer committed to being a multicultural organization. Candidates from diverse backgrounds are especially encouraged to apply.

826 Boston is searching for someone who:

- Has experience working or serving with children/teens between the ages of 6-18;
- Has experience serving as a volunteer (at 826 Boston or another nonprofit organization, preferably in education);
- Has experience or interest in program evaluation;
- Possesses excellent verbal and written communication skills;
- Has worked with Salesforce or a comparable database;
- Has served in a peer mentoring or coaching capacity;
- Can effectively communicate with diverse groups;
- Is a strong project manager with the ability to delegate effectively;
- Ideally is a proficient Spanish or Somali speaker, though this is not a requirement;
- Believes enthusiastically in the mission of 826 Boston;
- Is committed to promoting and maintaining an anti-oppressive environment;

Primary responsibilities:

- Coordinate training and support to volunteer tutors in the 826 Boston After-School Program, including first day check-ins, in-program support and mentoring, and ongoing debriefs;
- Recruit teachers and classes for field trip program and schedule classes throughout the academic year;
- Coordinate student enrollment in after-school tutoring and evening teen tutoring programs;
- Administer program surveys and monitor student progress and engagement;
- Support tutors and students during the evening teen tutoring program one day per week;
- Continue to develop and maintain the social reading opportunities that encourage students to read and interact with each other about texts;
- Coordinate administrative tasks for publication project, such as tracking student progress on drafts, working with volunteers to create editorial feedback, distributing revision materials, and compiling/copyediting final pieces;
- Conduct meetings with students to develop individualized learning goals;
- Support the tracking of student progress in the reading program with the use of informal assessments and available school report cards;

- Identify and obtain materials and strategies to support students in academic areas of need;
- Gather communication from teachers and school specialists to create continuity between identified needs and intervention;
- Support the administration of surveys to volunteers to gather feedback for program improvement;
- Report on progress towards field trip and after-school goals;
- Support recruitment, family outreach, and the coordination of materials for final production of our Summer Theater and Scriptwriting Collaborative;
- Assist in designing and launching Parent Advisory Board, and coordinate trainings for parents based on their areas of interest;
- Plan and execute three family writing events for parents, students, and tutors.

Benefits of AmeriCorps service:

Position benefits include potential travel allowance and the option of an end-of-service stipend or education allowance. Further details about the benefits of service can be found at <http://www.nationalservice.gov/programs/amicorps/amicorps-vista>.

Application instructions:

1. Please send a resume and cover letter to “[hiring@826boston.org](mailto: hiring@826boston.org)” with the subject reading “VISTA Student Engagement Position.” *Please note that the application deadline for this position is Monday, May 16th. Completed applications must be on file with the VISTA office by 12:00 PM on this date. Applications will be reviewed by 826 Boston prior to this deadline on a rolling basis.*
2. Apply online to the 826 Boston “Out-of-School-Time Student Engagement Designer” posted on the AmeriCorps VISTA web site: <https://my.americorps.gov/mp/listing/viewListing.do?id=66626&fromSearch=true>