



## Commonwealth Corps Service Internship Position Description

MARTHA'S VINEYARD BOYS & GIRLS CLUB



### Commonwealth Corps STEAM Fellows

The mission of the Commonwealth Corps service internship program is to engage Massachusetts residents of all ages, backgrounds, and identities in direct service to strengthen communities, address critical needs, and increase volunteerism. Through hands-on experience, Commonwealth Corps members gain professional skills and valuable knowledge while positively impacting diverse communities in our state.

The Massachusetts Service Alliance (MSA) is a private, nonprofit agency that oversees the program and supports host site partners and members to find success throughout the program year. The 3 Commonwealth Corps members with Martha's Vineyard Boys & Girls Club will serve 10 months in a full-time capacity. They will join a diverse corps of members across Massachusetts who share a common desire to discover their passion and build their network in service to their communities and the Commonwealth.

Martha's Vineyard Boys & Girls Club is a charter member of Boys & Girls Clubs of America which is a national organization providing voluntary after-school programs for young people. Club programs and services promote and enhance the development of boys and girls by instilling a sense of competence, usefulness, belonging and influence. The Martha's Vineyard Club currently has an active membership of approximately 120 members. Members will partner with the Club staff, K-12 schools, and community stakeholders to design and implement expanded STEAM programming to middle and high school-aged youth; and create, build, and evaluate a more diverse and reliable volunteer base to build Club capacity. In addition, members will perform an overall afterschool programming program evaluation.

#### **What You'll Do:**

##### *Essential Responsibilities:*

- Complete a minimum of 1,500 hours of service, serving through June 24, 2023.
- Attend a minimum of 6 Commonwealth Corps trainings and service events held by MSA post orientation.
- Participate in a minimum of 1 hour of MSA-related activities each week. This may include filling out timesheets, completing a bi-monthly reflection or check-in, or other MSA-related tasks or activities.
- Participate in service at orientation, MLK Day of Service, and coordinate personal project (recruit additional volunteers) for National Volunteer Week in April 2023.
- Review, research, and develop STEAM programming for youth members aged 13-18.
- Conduct after-school program review and implement after-school program improvements including field-based project efforts
- Tutor, mentor, and support youth to choose education and career options, as relevant to this service position
- Monitor progress of program participants and report on outcomes
- Develop training and curriculum materials, as relevant to this service position
- Recruit and involve 20 new volunteers, including business leaders and young professionals, to serve as mentors for youth members aged 13-18
- Develop promotional materials and mentor duty descriptions to assist with volunteer recruitment and training

##### *Marginal Responsibilities:*

- Arrange field trips and job shadows, as relevant to this service position
- Maintain accurate and timely MSA, Club, and project records, reports; Completing administrative functions, as related to field and project efforts specific to this service position.

- Be a part of the greater Commonwealth Corps community, including participating in cross-site learning groups, writing a short profile for the CC newsletter, connecting with other members on our online platforms, and attending optional social/service events.

### Who You Are:

*You must be:*

- A Massachusetts resident ([see guidelines here](#)) with legal authorization to work in the U.S.
- 18 years of age at minimum (average member age range is 18 – 70+ years old)
- Excited to give back to your community and interested in developing your skills and gaining new professional experiences
- Able to balance service internship commitments with personal commitments in a sustainable way
- Experience with or interest in STEAM education, youth development, volunteerism and community engagement
- Ability and desire to serve with youth
- Strong writing and communication skills
- Time management skills
- Ability to interface with all MS office applications, and virtual conferencing

*It would also be great if you:*

- Public speaking and facilitation experience
- Bi-lingual in English and Portuguese
- Comfort with social media applications
- Desire to serve with at-risk populations
- Have experience managing youth

### What You'll Get:

- **Stipend** of \$900 semi-monthly while in service, up to \$18,900, minus taxes and withholdings;
- **Health insurance** (individual coverage only);
- **Member assistance program**, including unlimited, confidential, 24/7, phone counseling services and up to three free, in-person counseling sessions, plus a lot more;
- **Completion award** of up to \$3000 upon successful completion of service, minus taxes and withholdings;
- **Reimbursement for outside training** or professional development opportunities relevant to member's service and/or goals (Up to \$100; Dependent on approval from MSA)
- **Limited travel reimbursement from host site** for certain service-related travel away from usual service location with approval from MVBG;
- **Vineyard Transit Authority Bus Pass**
- **Extensive training from MSA with a diversity, equity and inclusion focus and other professional development** opportunities;
- **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;
- **Internet reimbursement** up to \$50/month while required to complete some service from home;
- **Mental Health/Personal Day** once per month counting towards 8hrs
- The opportunity for at least 10 days of planned absences (may include holidays, does not count towards hours requirement);

*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 22, 2022 **[ACTUAL DATE TO BE FINALIZED BY MSA UPON AWARD]**
- **Position End Date:** June 24, 2023
- Service commitment will be 40 hours per week during the following days/times during the following days/times: Monday through Friday, 11:00 AM to 6:00 PM depending on scheduling fit, plus 1-2 evenings per month, scheduled with advance notice, and 1-2 weekend days per service year, scheduled with advance notice, when members would be required to attend school and community events and meetings outside of typical stated hours.

**How to Apply:**

- To apply, submit your resume and cover letter by May 20, 2022 to Dhakir Warren at [dhakir@mvgclub.org](mailto:dhakir@mvgclub.org) with “Commonwealth Corps” as the subject heading.
- Early applications are encouraged as applications will be accepted on rolling basis, with preference given to candidates who apply by May 20<sup>th</sup>. Questions about this position can be directed to Dhakir Warren, Executive Director at [dhakir@mvgclub.org](mailto:dhakir@mvgclub.org)

Accepted members will be required to undergo a criminal history check.

*Martha’s Vineyard Boys & Girls Club will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, ethnicity, religion, sex, gender, 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. Martha’s Vineyard Boys & Girls Club welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*