



Commonwealth Corps Service Internship Position Description



Hernández After School Program **Commonwealth Corps** Community 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 the Hernández After School Program will serve 10.5 months in a half-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.

Responsibilities:

Essential

- Complete a minimum of 750 hours of service, serving through June 29, 2019.
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 total, post orientation) and Hernández After School Program (HASP), including a new member orientation on August 15 & 16, 2018.
- Participate in a minimum of 30 minutes of MSA-related activities each week (in person or virtually).
- Recruit new volunteers through targeted community outreach
- Partner with HASP staff to identify and place volunteers within the program
- Engage and support current HASP volunteers
- Standardize volunteer orientation materials
- Organize and lead volunteer orientations
- Nurture and establish community partnerships
- Identify and coordinate appropriate K-5 field trips on a monthly basis

Marginal

- Attend all relevant HASP events and table about volunteer/field trip needs, ex. HASP Annual Open House
- Support Lee Conmigo Coordinators in identifying relevant volunteers for peer mentor PDs
- Secure in-kind volunteer appreciation gifts

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
- Excellent communication skills
- A desire to serve/partner collaboratively with the Hernández school community
- Flexibility, able to thrive in a fast-paced after school environment
- Dedication to FOH and HASP's mission

- Respect and appreciation for linguistic and cultural diversity

Preferred

- Spanish language preferred, or willingness to learn/improve
- Familiarity with Boston's Latinx community and/or community agencies

Member Benefits:

- **Stipend** of \$ 275 every other week while in service, up to \$6,600, minus taxes and withholdings;
- **Completion award** of up to \$1,250 upon successful completion of service, minus taxes and withholdings;
- **Training and other professional development** opportunities;
- **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;
- Modest budget for member-identified professional development
- The opportunity for at least 5 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 service internship program.

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, 2018
- **Position End Date:** June 29, 2019
- Service commitment will average 18-20 (half-time) hours per week, generally 1:30-5:30pm, Monday-Friday with flexibility to adapt the schedule based upon individual needs, re: college, family or a job. Candidate should identify scheduling needs during interview process

Application Instructions:

- To apply, submit a cover letter, resume, and completed application by May 16th to Sara Kilroy at kilroysarawork@gmail.com

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

Hernández After School Program 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. Hernández After School Program welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.