



## Commonwealth Corps Service Internship Position Description



Friends of the Hernández  
Hernández After School Program  
**Commonwealth Corps Community Coordinator**

The mission of the Commonwealth Corps service internship program 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 Friends of the Hernández 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.

The Friends of the Hernández (FOH) runs programs to support the Rafael Hernández Two-Way Bilingual school. The mission is to support students' academic, extracurricular, and social emotional development in and out of school time. Our objectives are to provide high quality, low cost after school programming, raise and mobilize resources to advance students' academic and extracurricular success and reinforce the Hernández School's mission of fostering bicultural, bilingual and biliterate identities of students. The Commonwealth Corps Community Coordinator will primarily oversee the volunteer program, with a focus on recruiting and managing community volunteers.

### **Responsibilities:**

#### *Essential*

- Complete a minimum of 1,500 hours of service, serving through June 27, 2020.
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 total, post orientation) and Friends of the Hernández, including a new member orientation on August 15 & 16, 2019.
- Participate in a minimum of 1 hour of MSA-related activities each week (in person or virtually).
- Recruit new volunteers through targeted community outreach and events.
- Collaborate with HASP staff to identify and place volunteers within the program.
- Organize and lead volunteer orientations and training sessions.
- Create and implement a volunteer communications plan.
- Run 3x weekly Homework Corner, tutoring students 1:1 and coordinating volunteers
- Coordinate and chaperone field trips for grade levels K-8.

#### *Marginal*

- Attend all relevant HASP events, ex. HASP Annual Open House.
- Support HASP staff in identifying relevant volunteers for one-off volunteer opportunities.
- Nurture and establish community partnerships.
- Raise funds to ensure success of the program in partnership with HASP Director and fellow Commonwealth Corps member.

### **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
- A desire to serve collaboratively with the Hernández school community
- Flexibility, creativity, and the ability to thrive in a fast-paced after school environment
- Respect and appreciation for linguistic and cultural diversity

- Dedication to FOH's mission
- Spanish language proficiency+, or willingness to learn/improve

*Preferred*

- Familiarity with Boston's Latinx community and/or community agencies
- Experience with volunteering or volunteer management

**Member Benefits:**

- **Stipend** of \$600 or every other week while in service, up to \$14,400, minus taxes and withholdings;
- **Health insurance** (individual coverage only);
- **Completion award** of up to \$2,500 or 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 \$50; Dependent on approval from MSA)
- **Additional 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 FOH's policies;
- Small professional development budget and many school-sponsored professional development opportunities free of cost;
- The opportunity for at least 10 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, 2019
- **Position End Date:** June 27, 2020
- Service commitment will average 38-40 hours per week: MTWTF 10:30am-6:30pm

**Application Instructions:**

- To apply, submit a cover letter and resume by May 31<sup>st</sup> to Sara Kilroy at [director@friendsofthehernandez.org](mailto:director@friendsofthehernandez.org).

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

*Friends of the Hernández 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 law. Friends of the Hernández welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*