



## Steps to Success Mentoring Advocate

### AmeriCorps Advocates of Mentoring Program

#### About AmeriCorps:

[AmeriCorps](#) is a national community service program that gives people an opportunity to apply their skills and ideals towards helping others and meeting critical needs in the community. The [AmeriCorps Advocates of Mentoring](#) is an AmeriCorps Program where members serve mentoring programs across Massachusetts to strengthen their capacity to run robust mentorship programs.

#### Mission Statement:

Mass Mentoring Partnership (MMP) is committed to ensuring that every young person in the state has access to quality mentoring relationships, regardless of who they are or where they live. MMP is a statewide organization that partners with corporate, public and philanthropic entities to drive critical resources to a network of more than 370 mentoring and youth-serving organizations, representing more than 50,000 young people from Boston to Pittsfield.

#### Host Site Description:

Steps to Success, Inc. is a community based non-profit organization that works to bridge the opportunity-gap for students and families living in Brookline public housing. We provide year-round support for students starting in 4th grade all the way through college graduation. We were founded in 2001 as a partnership between the Public Schools of Brookline, Brookline Housing Authority, and Brookline Community Foundation in response to discrepancies in high school graduation rates between students living in public housing and their higher-income peers. Because of the continuous, long-term investment we put into our students- both in and out of school- we are proud to say that 90% of our students are on track to graduate from college within 6 years, versus 16% of low-income students nationwide.

#### Position Description:

1. Support the recruitment and training of sufficient volunteer mentors to meet student need and demand
  - Actively participate in recruitment fairs, maintain volunteer postings, conduct outreach
  - Assist in the creation of recruitment materials and social media postings
2. Assist in the effort to develop impactful mentor/mentee matches
  - Participate in pre-mentor interviews and orientation of new mentors and mentees to ensure they are prepared
  - Support the creation of mentor/mentee matches
  - Monitor mentors/mentee matches through periodic check-ins
  - Provide mentor/mentee opportunities for networking and appreciation
3. Coordinate the creation of needed forms, written policies, a volunteer handbook, and a volunteer manual
  - With staff, identify literature gaps and needs for a cohesive volunteer experience
  - Draft and edit forms, policies, handbook, and manual



4. Have the data to inform program improvement year to year
  - Ensure the mentor log and notes on matches are kept up to date
  
  - Conduct informal check-ins, formal check-in, and end of year survey with mentors/mentees to obtain program feedback
5. Assist the Director of Afterschool Programs with Elementary aged students with homework, extracurricular activities and special events
6. Support the re-launch of the STS Alumni Association through meetings, mentor training and making greater connections between Alumni and STS

#### **Project Responsibilities**

- Attend August STS programs, including Work Connections graduation and Stepping Back to School event
- Post mentor position online and track responses in volunteer database
- Draft marketing materials, including mentoring flier and social media posts
- Send monthly match newsletters with updates from the mentoring program
- Coordinate creation of needed forms and written policies
- With staff input, draft a Mentorship Program Manual
- Host mentor/mentee socials, trainings, and end of year celebration
- Commute to monthly corps-wide trainings and events
- Complete all required monthly AAoM documentation, including evaluation reports and timesheets

#### **Qualifications:**

- Passion for working with diverse youth and families
- Strong critical thinking and problem-solving skills
- Flexible schedule/Ability to work occasional evenings/weekends
- Motivation and aptitude for networking and outreach
- Committed to actively recruiting, selecting, on-boarding and managing mentors
- Ability to plan, execute and document site-based group activities and off-site field trips
- Experience with and/or commitment to youth development
- Must be a U.S. citizen, national, or legal permanent resident alien
- Must be willing to undergo a National Service Criminal History Check, including screening through the National Sex Offender Public Website, a name-based search of the statewide criminal history registry and a fingerprint-based FBI check.  
\*Eligibility to participate in the AAoM program is contingent on the results of this screening
- BA/BS strongly preferred or equivalent experience
- A passion for volunteerism and community service



### Position Benefits

For an eleven month, full-time commitment and 1,700 hours of AmeriCorps service Fellows receive:

- Annual stipend of up to \$16,000
- Free health care coverage
- \$6,195 Education Award, Loan deferment and interest accrual payment for qualifying loans upon completion of service
- Graduate certificate in Youth Development and Social Equity from Boston University
- 250+ hours of professional training and networking opportunities

### To Apply:

**If you are interested in applying please express your interest on our online portal [here](#).** More information about the program can be found on our webpage at [www.massmentors.org/ambassadors](http://www.massmentors.org/ambassadors) including a list of past partners and/or members. **Note that 1 application is required PER organization if you are applying to more than one.**

Full Applications will require a resume that outlines how your skills and experience meet the qualifications of the Advocate of Mentoring position, and a cover letter or a video stating how you heard about this opportunity and why you are interested in serving as an Ambassador (either in Word, PDF format, or short video and a list of 2 references).

*MMP is committed in policy, principle, and practice to maintaining an environment which prohibits discriminatory behavior and provides equal opportunity for all persons. MMP affirms its commitment to provide a welcoming and respectful work and educational environment, in which all individuals within the organization benefit from each other's experiences and foster mutual respect and appreciation of divergent views. MMP will not be tolerant of conduct which violates rights guaranteed by the law and prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity and expression, genetic information, and any other class of individuals protected from discrimination under state or federal law. Furthermore, MMP includes prohibitions of harassment of employees, i.e., racial harassment, sexual harassment, and retaliation for filing complaints of discrimination.*

*All acceptances are contingent upon CNCS funding appropriation and a successful background check.*

### For more information or questions:

Contact Rosie McMahan, AAoM Program Manager, at [rmcmahan@massmentors.org](mailto:rmcmahan@massmentors.org)