



Mentor Match Ambassador of Mentoring Highland Street Corps Ambassadors of Mentoring Partners for Youth with Disabilities

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 Highland Street Corps Ambassadors of Mentoring is an AmeriCorps Program where members serve in mentoring programs across Massachusetts.

Organizational Description:

Headquartered in Boston, Mass Mentoring Partnership (MMP) is *the* statewide umbrella organization solely dedicated to expanding high-quality youth mentoring in Massachusetts. MMP has a rich history of catalytic involvement in the start-up and sustainability of quality mentoring programs, the execution of high-visibility mentor recruitment campaigns, and the attraction of increased public and private resources to the mentoring movement. Currently, MMP has more than 190 diverse mentoring programs in its network, representing more than 20,000 matches. MMP is a small staff working in a high leverage environment, mobilizing resources on behalf of mentoring programs diverse in target populations, geography, scope and organization development. Its organizational culture is responsive to innovation, and rich with learning and opportunities for professional development. Mass Mentoring Partnership's AmeriCorps program, the Highland Street Corps Ambassadors of Mentoring, is currently recruiting twenty-five Ambassadors for the 2013-2014 program year, which begins on August 1, 2013 and runs through June 30, 2014. Ambassadors complete one year of service at a host organization in Massachusetts. One Ambassador will be placed at the **Partners for Youth with Disabilities Mentor Match Program**.

Site Description:

Partners for Youth with Disabilities (PYD) empowers youth with disabilities to reach their full potential by providing transformative mentoring programs, youth development opportunities, and inclusion expertise. We motivate youth to reach their personal, educational, and career goals, and guide organizations in becoming more inclusive.

Since its inception in 1985, PYD has grown to serve hundreds of youth each year with its one-to-one mentoring program, Mentor Match, and group mentoring programs that focus on healthy decision making, theatre and arts, and entrepreneurship. PYD's founding program, Mentor Match, is an award-winning community-based mentoring program for youth ages 6 to 24 with all types of disabilities who reside within the MA-128 belt.

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Site Project Description:

To address key areas of capacity development, the Ambassador's project at PYD will focus on four deliverables within the areas of mentor/mentee training, mentor recruitment/marketing, and match support.

- Direct recruitment of volunteers
 - Spearhead a campaign to recruit among underrepresented demographic populations
- Organize match events in accordance with learned best practices in retention
- Support mentors by producing a monthly newsletter and contributing to daily social media, which engages matches with programmatic updates, resources, and match activity ideas based on Mentor Match's five desired outcome areas: healthy relationships, independent living, community involvement, self-esteem, and education/employment.
- Learn from predecessors experience and document efforts, challenges, and successes for maximized efficiency, quality, and continuity in coming years.

This Ambassador's project is based in Boston and is a 40-hour per week service position.

Essential Functions of the Position (required):

- Plan and implement at least 3 mentor recruitment events.
- Attend recruitment tabling events at local community colleges and universities, and expand contact with colleges, faith based organizations, and business in the area.
- Develop new one-time volunteering opportunities to draw in new mentors.
- Lead recruitment efforts for mentors of underrepresented demographic populations, especially those including ethnic, gender, and geographic demographics.
- Research and implement cutting edge best practices in mentor recruitment, training, retention, and match support.
- Implement and track new marketing strategies for mentor recruitment as they arise, and analyze the successes and failures of previous recruitment strategies.
- Write a monthly newsletter.
- Contribute to the blog and social media content
- Plan/coordinate events: i.e. Holiday Party, Mentor Appreciation Night, Mentoring Night at Fenway.
- Research free and low-cost match activities; solicit ticket donations.
- Update Mentor Tip/Fact Sheets and/or training materials.
- Create new recruitment materials.
- Assist with Mentor Match and agency-wide special projects as they occur.
- Manage, document, and analyze mentor referrals.
- Attend Mentor Match team meetings and bi-monthly staff meetings.
- Be able to serve a minimum of 1700 hours of documented service to complete host site project.
- Monthly reporting to Mass Mentoring Partnership.
- Maintain a service Portfolio.
- Complete all professional development requirements as part of member contract.

Qualifications:

- Excellent verbal and written communication skills
- Experience with and passion for youth development work, disabilities, and/or mentoring preferred
- Must be able to work collaboratively and within groups in order to complete group projects to benefit the field of mentoring.
- Must be able to speak on the telephone without hesitation
- BA/BS strongly preferred
- Detail-oriented
- Ability to effectively manage time and meet competing demands.
- Ability to think outside of the box
- Proven leadership and project management abilities
- A passion for national and community service
- The desire to work with diverse people, organizations and communities
- Flexibility and a good sense of humor

- Comfortable with project ambiguity
- Ability to attend all corps-wide trainings and events to cultivate future non-profit leaders, including a week-long orientation, bi-monthly corps meetings, a mid-year retreat and two service-week sessions.
- US Citizen or Permanent US Resident

Benefits:

- Approx. \$590.00/bi-monthly taxable living allowance
- Fully paid health insurance
- Transportation stipend of \$70.00/month
- Additional transportation reimbursement for corps-wide meetings, training, and events
- Excellent training and networking opportunities on the mentoring field and the non profit sector
- \$5,350 Education Award upon completion of service
- Additional education award benefits
- A built in network of corps members and colleagues

TO APPLY:

Please email your cover letter, resume, and three references to the Mentor Match Ambassador of Mentoring at dholtzman@pyd.org.

*Mass Mentoring Partnership and Partners for Youth with Disabilities are equal opportunity employers.
Mass Mentoring Partnership and Partners for Youth with Disability make reasonable accommodations for individuals with disabilities.*