



Ambassadors of Mentoring - AmeriCorps Member At Agawam Middle School

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 Ambassadors of Mentoring is an AmeriCorps Program where members serve in mentoring programs across Massachusetts while providing ongoing training and professional development to its members.

Organizational Description:

The Lower Pioneer Valley Educational Collaborative (LPVEC) is a group of seven school districts in western Massachusetts legally bound in a collaborative governance structure under the provisions of the General Laws of the Commonwealth of Massachusetts. The member school districts are: Agawam, East Longmeadow, Hampden-Wilbraham Regional, Longmeadow, Ludlow, Southwick-Tolland Regional, and West Springfield. The primary purpose of the LPVEC is to expand the quality of education in the member school districts.

One of our goals has been to establish a sound mentoring program. Currently, LPVEC has a part-time mentor coordinator on staff at Brush Hill Academy with 15 trained mentors being matched to at-risk high school youth in our onsite programs. We are now driving forward in the next step of this progression – the development of a similar program at **Agawam Middle School**

<http://www.agawampublicschools.org/content/58/default.aspx>.

Our current Mentor Coordinator has begun building community relationships in Agawam. The Ambassador would continue to develop those relationships to recruit mentors and work together with the coordinator and supervisor to develop a sound mentoring program at AMS. By targeting middle school students we hope to prevent their being identified as “at risk of dropout” in high school.

Position Summary:

The Ambassador of Mentoring will complete a year of service at Agawam Middle School in the Mass Mentoring Partnership’s AmeriCorps Program. Supervision for the member will be shared by one person at LPVEC and one person at Agawam Middle School. The overlap will be necessary because of the school calendar and site location differences. The member will orient to LPVEC during the month of August and come to know his/her immediate supervisor during that time, the LPVEC Curriculum Director. Also during that time, he/she will come to know the LPVEC Mentor Coordinator who will share with the member the history and strategies used for mentor recruitment for our current program. Agawam Public Schools has their first professional development days on September 1 and 2, with students starting on September 7. Prior to that period the member will meet with the

vice principal at Agawam Middle School. As the member becomes embedded in the community at Agawam Middle School host-site supervision will be the responsibility of the Vice Principal.

The member will:

1. Create and oversee implementation of mentor recruitment plan. This includes:
 - Recruit volunteers from the community as mentors;
 - Identify, implement and coordinate a variety of volunteer recruitment methods to increase the number of volunteer mentors;
 - Develop recruitment literature
 - Develop new relationships with groups that are potential sources of mentors;
 - Set up and make presentations to service clubs, corporations and community groups;
 - Attend recruitment events;
 - Act as liaison between organizations supplying mentors and the mentees;
 - Respond to and follow up on all volunteer inquiries;
2. Oversee participant intake, screening, training, matching, support, supervision, and recognition and closure activities. This includes:
 - Mentor intake: Lead mentor trainings; ensure mentor background checks, conduct reference checks and interviews. Orient mentors to the school.
 - Mentee intake: Ensure all information on application is complete, clear and up to date.
 - Matchmaking: Correspond with all parties (mentors, social workers, a guidance counselor, teachers, parents, mentees) on match approval, setting up a match date and conducting the match meeting.
3. Mentee support and updates: Checking and communicating with all parties about the mentee. Maintaining attendance logs.
4. Mentor support: Checking and communicating with mentors at least once a week; communication includes gathering information about match visits, addressing challenges, offering advice and support, etc. Investigate potential for summer carryover communication opportunities;
5. Parent awareness: Introduces parents to mentors through conferences, events at the school, or other means.

Position Responsibilities:

- Complete at least 1700 hours of documented service over the course of one year
- Satisfactorily complete assigned projects
- Complete group projects to benefit the field of mentoring
- Attend all corps wide training and work sessions
- Maintain a service Portfolio in connection to completion of the Non-Profit Leadership Development Certificate from Cambridge College
- Complete all required AmeriCorps documentation

Position Requirements:

- BA/BS strongly preferred
- Experience with and/or commitment to youth development
- Excellent overall relationship-building and communication skills
- Interest in non profit organizations and their development
- Excellent organization, writing and communication skills
- The ability to work independently and as part of a team
- 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
- US Citizen or Permanent US Resident

Position Benefits:

- \$250.00/wk taxable living allowance
- Health insurance
- Transportation stipend
- Excellent training and networking opportunities
- Upon training and portfolio completion receipt of a Certificate in Non-Profit Leadership Development from Cambridge College
- \$4,725 Education Award upon completion of service

Position has a proposed start date of August 4th, 2008.

TO APPLY:

Please email a cover letter and resume with three references that outlines how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity and why it interested you. Email these item, in MS-Word format, to Cheryl Decoteau, cdecoteau@lpvec.org , with “ Ambassadors of Mentoring” in the subject line. Applications will be reviewed on a rolling basis.

Mass Mentoring Partnership is an equal opportunity employer.

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