



Commonwealth Corps Service Position Description



Reader to Reader

Read, Think, Share Mentoring Program
Commonwealth Corps Mentor Support 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 Reader to Reader 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.

Reader to Reader, Inc. is a 501(c) (3) organization dedicated to expanding literacy and learning opportunities for the nation's most chronically underserved and vulnerable communities. Commonwealth Corps members will make a difference to the community through Reader to Reader's Read, Think, Share literacy mentoring program, which connects at-risk middle and high school students with college student mentors to read and write together about high-interest literature. Commonwealth Corps Members will increase the program's capacity to support more Massachusetts public schools, recruit more college mentors, and manage day-to-day program logistics as related to the service position.

Responsibilities:

Essential

- Complete a minimum of 1,500 hours of service, serving through June 30, 2018.
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 total post orientation) and Reader to Reader, including a new member orientation on August 15 & 16, 2017.
- Participate in a minimum of 1 hour of MSA-related activities each week (in person or virtually).
- Recruit and train college students to serve as online mentors to at-risk middle and high school students.
- Coordinate matching of mentors to students based on reading interests.
- Support mentored relationships by providing training and needed resources to mentors.
- Coordinate family outreach efforts.
- Monitor and review online forum on which book discussions between mentors and mentees take place.
- Support and partner with small cohort of senior mentors who assist with supervising matches.
- Update and maintain databases of information on mentors, mentees, and alumni.
- Manage users and threads in online discussion forum.
- Take on a mentoring relationship during the academic year, to better understand the program model.

Marginal

- Assist with outreach and support to classroom teachers to help integrate program into curriculum goals.
- Support logistics for face-to-face events allowing mentors and students to meet as related to the service position.
- Research and suggest high-quality young adult literature to include in program materials.
- Develop social media outreach as related to the service position.

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
- Experience with and/or commitment to youth development
- Interest in non-profit organizations and their development
- Excellent organization and communication skills
- The desire to serve with diverse people, organizations and communities

Preferred

- Flexibility and a good sense of humor
- Bachelor's degree or some college experience.
- Strong project management skills

Member Benefits:

- **Stipend** of \$541.66 every other week while in service, up to \$13,000 minus taxes and withholdings;
- **Health insurance (individual coverage only);**
- **Completion award** of up to \$2,500 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;
- 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.

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, 2017
- **Position End Date:** June 30, 2018
Service commitment will average 40 hours per week, including a combination of Monday-Friday office hours from 9:00 a.m. to 5:00 p.m. and limited weekend or evening duties, which can be performed from home.

Application Instructions:

- To apply, submit a cover letter and resume by May 19th with preference given to individuals that apply before May 8, 2017 to:

Dennis Quinn
Reader to Reader
Cadigan Center
38 Woodside Avenue
Amherst, MA 01002

Or to dquinn@readertoreader.org

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

Reader to Reader 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. Commonwealth Corps welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.