



## CAMBRIDGE FAMILY & CHILDREN'S SERVICE VOLUNTEER MENTORING FELLOW

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Massachusetts Promise Fellows deliver the resources that young people need to be successful in life by **mobilizing** and **organizing** community activity, **creating** and **leading** powerful initiatives, and **training** and **inspiring** citizen volunteers.

**The Massachusetts Promise Fellowship** achieves this by placing Fellows with non-profit organizations and state/local government agencies that focus on fulfilling the needs of our youth by providing; *a caring adult, a safe place, a healthy start, a marketable skill, and an opportunity to give back.*

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### SERVICE DESCRIPTION

**Cambridge Family and Children's Service's (CFCS)** mission is to identify and implement ways to strengthen family and individual self-sufficiency and to promote conditions that provide children and adolescents with stable homes and community environments. CFCS manages the following programs: Waiting Child Adoption Program, Intensive Foster Care, Developmental Disabilities Program, Family Support and Stabilization, Mentoring and Residential Services. The Fellow at CFCS will work to increase the capacity of the Volunteer Mentoring program. The Fellow will focus on mentor recruitment, support and training.

### SPECIFIC RESPONSIBILITIES

- Attend community events and volunteer fairs and connect to community organizations and local businesses to recruit mentors that match the demographic needs of the mentees
- Create and support at least 12 new mentor/mentee matches
- Facilitate mentor trainings and offer on-going mentor support
- Work with CFCS staff from other programs to identify clients that would benefit from a mentor relationship
- Develop and implement a mentee training curriculum
- Build connections with the mentee's social workers, parents and other collaterals to extend involvement
- Meet all CFCS reporting and confidentiality requirements
- Build program sustainability
- Travel at least once/month for Fellowship meetings, retreats, and training

### QUALIFICATIONS

- Experience in providing services to at-risk youth
- Familiarity with youth development principles
- Basic knowledge of behavioral management techniques
- Exceptional organizational skills with reliability and consistency in work performance
- Flexibility with a team player mentality
- A strong focus on good judgment with proactive approach to problem solving

### Massachusetts Promise Fellowship

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masspromisefellows@neu.edu ♦ www.masspromisefellows.org

- Ability to maintain a professional demeanor with great interpersonal and communication skills
- Ability to multi-task with the capability to learn quickly and integrate efficiently
- Comfortable in a diverse environment
- Extreme passion for agency's mission in maintaining a positive, upbeat attitude
- Demonstrated belief and ability in team approach to working with adolescents
- An interest in and commitment to national and community service
- Ability to see the big picture
- Strong analytical and problem solving skills
- Professional and mature
- Access to a car required
- Able to serve within a flexible schedule
- US Citizen, US National or Permanent Resident Alien

### **BENEFITS**

For a one year full-time commitment and 1700 hours of AmeriCorps service Fellows receive:

A taxable living allowance of \$269/week ♦ Comprehensive health care benefits ♦

Excellent training opportunities ♦ FREE courses at Northeastern University in the College of Professional Studies ♦

Loan forbearance and a \$5,550 educational award

### **CONTACT INFORMATION**

**Apply ASAP!** Applicants are hired on a rolling basis. Send a letter of interest, resume and contact info for three references **ASAP and before May 27<sup>th</sup>, 2011** preferably electronically to:

Sophia Gardner  
 Cambridge Family and Children's Service  
 60 Gore Street  
 Cambridge, MA 02141

Email: [sgardner@helpfamilies.org](mailto:sgardner@helpfamilies.org)

[www.helpfamilies.org](http://www.helpfamilies.org)

### **MORE INFO**

- Interviews will take place in April and May of 2011
- Hiring decisions will be made on or before June 17<sup>th</sup>, 2011
- Program start date is August 2011
- **Visit [www.masspromisefellows.org](http://www.masspromisefellows.org) for detailed program information**

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The Massachusetts Promise Fellowship is committed to providing equal opportunities. We serve and partner with diverse organizations, and are dedicated to non-discrimination. It is our policy to ensure that all individuals with whom we are in contact are treated without regard to age, color, disability, gender, marital status, national origin, religion, sexual orientation or expression, or veteran status. We require that all our partners make reasonable accommodations for any and all individuals with a permanent or temporary disability. We actively partner with organizations representing minority concerns and interests to build high-performing teams that mirror the communities we serve.

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