



Massachusetts Promise Fellowship

TUTORING PLUS MIDDLE SCHOOL TUTORING FELLOW

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.*

SERVICE DESCRIPTION

Tutoring Plus aims to support and encourage the academic, personal, and social growth of youth in Cambridge, Massachusetts with the help of volunteers and community partners by providing free academic tutoring and enrichment programs for Cambridge students grades 4-12. Tutoring Plus operates three Middle School Centers in public schools to provide targeted tutoring to students in grades 4 through 8. Students attend centers once or twice a week where they participate in theme-based activities with a small group of peers and are matched with a volunteer for one-to-one tutoring sessions. The largest Tutoring Center, located at the Fletcher Maynard Academy, has 40 students and 40 tutors attending twice a week. The remaining two Middle School Tutoring Centers have 23 students and 23 tutors combined, with a wait list of students seeking tutoring. The Middle School Tutoring Fellow's project will be to manage and pilot the expansion of two Middle School Tutoring Centers.

SPECIFIC RESPONSIBILITIES

- Manage two Middle School Tutoring Centers
- Supervise work-study students working at tutoring centers
- Provide a safe, structured and supportive environment for both students and tutors
- Support tutor-student matches at Middle School Tutoring Centers
- Create monthly theme-based activities
- Improve connections between Tutoring Plus and families, teachers, and school administrators
- Coordinate site logistics and parent/teacher contacts
- Lead and evaluate program enrichment activities for students
- Travel at least once/month to Fellowship meetings, retreats, and training

QUALIFICATIONS

- Strong educational background
- Excellent organizational and communication skills
- A self-starter who has the ability to work independently
- Experience working with youth

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masspromisefellows@neu.edu ♦ www.masspromisefellows.org

- An interest in and commitment to national and community service
- Personable and outgoing
- The ability to work with diverse constituencies
- Flexible and a good sense of humor
- Ability to see the big picture
- Strong analytical and problem solving skills
- Professional and mature
- Able to serve flexible hours and must be able to serve 5:00pm to 7:30pm- Monday-Thursday
- Must be a US Resident, 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 27th, 2011** preferably electronically to:

Ellen McLaughlin
Tutoring Plus
225 Windsor Street c/o Fletcher-Maynard Academy
Cambridge, MA 02139

Phone: 617-349-6588 x421

Email: mclaughlin@tutoringplus.org

www.tutoringplus.org

MORE INFO

- Interviews will take place during April and May of 2011
- Hiring decisions will be made on or before June 17th, 2011
- Program start date is August 2011
- **Visit www.masspromisefellows.org for detailed program information**

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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