



## Commonwealth Corps Service Position Description



### CitySprouts Commonwealth Corps Middle School 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 CitySprouts 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.

CitySprouts' mission is to develop, implement & maintain beautiful, resource-rich school gardens in collaboration with public school communities. Our program inspires teachers, students & families with a deep, hands-on connection to the food system, sustainable agriculture & the ecosystem. CitySprouts will host two full-time Commonwealth Corps members who will serve as Commonwealth Corps Middle School Coordinators, leading Out-of-School Time (OST) programs for youth ages 11-14 in Cambridge & Boston. Through their service, members will be lead educators broadening programming at six schools with a focus on deepening youth voice & engagement, while further expanding family engagement plans with partner schools. In addition, they will leverage the service of 250 volunteers throughout our network of 23 partner schools in order to engage in garden education and building projects.

#### **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 CitySprouts, 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).
- Participate in CitySprouts All-Staff/Service Member meetings, Middle School Program team meetings, as well as Supervisor 1:1 meetings
- Serve as lead educators for Middle School Program at 6 schools throughout Boston & Cambridge by developing curricula, facilitating lesson plans and performing weekly evaluations.
- Develop and implement family engagement plans with partner schools and create a framework for CitySprouts to use organization-wide.
- Facilitate and lead volunteer in garden education and building projects.

#### **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 working or volunteering in urban public schools, preferably Cambridge or Boston
- Experience and/or interest in teaching science

- Experience leading volunteer or group projects
- Ability to transport up to 40 pounds

**Preferred**

- Excitement about serving with Middle Schoolers
- Experience working or volunteering in a garden or kitchen environment
- Access to a car or truck for occasional use (access to a vehicle is not a requirement)

**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
- Up to \$100 dollars to be used towards external training and professional development opportunities, as mutually agreed upon with supervisor
- **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;
- Monthly MBTA Zone 1 T pass
- 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 38-40 hours per week during the following days/times:  
Generally, Monday through Friday, 9 am to 5pm, with approximately 1 evening and 1 weekend per month, scheduled with advance notice.

**Application Instructions:**

- To apply, submit a cover letter and resume Robyn Burns, [rburns@citysprouts.org](mailto:rburns@citysprouts.org). Applications will be accepted on a rolling basis, with preference given to those received before July 28, 2017.

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

*CitySprouts 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. CitySprouts welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*