



**Commonwealth Corps
Service Internship Position Description**

Positive Action Against Chemical Addiction, Inc.
South Coast Youth Courts
Commonwealth Corps Program Facilitators



The mission of the Commonwealth Corps service internship program is to engage Massachusetts residents of all ages and backgrounds in service to strengthen communities, address critical community needs, and increase volunteerism.

The Massachusetts Service Alliance (MSA) is a private, nonprofit agency that oversees the program and supports 17 host site partners and 43 members to find success throughout the program year. The four Commonwealth Corps members with Positive Action Against Chemical Addiction, Inc. (PAACA) will serve 10.5 months in a half-time capacity. They will join a corps of members across Massachusetts who share a common desire to put their talents and ideas to use in the service of their communities and the Commonwealth.

PAACA is the parent organization of South Coast Youth Courts (SCYC), a juvenile diversion program which serves at risk youth and prevent 1st time offenders from entering the juvenile system by providing positive youth development, accountability and engagement. SCYC will host four half-time Commonwealth Corps members. The Commonwealth Corps Program Facilitators will focus on outreach to community vendors to expand on service-learning sites and curriculum. Members will spearhead the expansion of our Drive Smart SC campaign to Fall River by helping educate young people on the dangers of texting and driving through the campaign. They will also make presentations to the local high schools and colleges in order to leverage a 40% increase in volunteers that will be engaged in acting as peer lawyers and adult judges for YC hearings.

Responsibilities:

Essential

- Complete a minimum of 750 hours of service, serving through June 26, 2021.
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 total, post orientation) and PAACA, Inc. including a new member orientation on August 17 & 18, 2020.
- Participate in a minimum of 30 minutes of MSA-related activities each week (in person or virtually).
- Coordinate and outreach to local agencies and vendors to obtain new community service projects and locations for programming
- Design and facilitate service-learning projects with students
- Perform outreach and deliver presentations to local High Schools and Colleges for recruitment of new Volunteers Judges and Attorneys for Youth Court
- Expand the Drive Smart SC campaign to Fall River by outreaching to local driving schools and schools and providing updated materials on the new laws of distracted driving

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- Interact weekly with Youth Court referred youth on a 1:1 basis for status updates/mentoring basis
- Participate in weekly or monthly meetings with schools, agencies, and families in regard to student's wellbeing and status of completion.

Qualifications:

Required

- Massachusetts residency (must be able to provide proof of current MA address) 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
- Must have the ability to serve outside for long periods of time (3 + hours)
- Interest in community engagement, including reaching out to community partners in person and by phone
- Knowledge of Microsoft Word and Excel

Preferred

- Experience working or volunteering with children
- Experience in public speaking or interest in gaining experience in public speaking
- Knowledge of Microsoft PowerPoint or willing to learn

Member Benefits:

- **Stipend** \$400 semi-monthly while in service, up to \$8,400, minus taxes and withholdings;
- **Member assistance program**, including unlimited, confidential, 24/7, phone counseling services and up to three free, in-person counseling sessions, plus a lot more;
- **Completion award** of up to \$1,500 upon successful completion of service, minus taxes and withholdings;
- **Reimbursement for outside training** or professional development opportunities relevant to member's service and/or goals (Up to \$100; Dependent on approval from MSA)
- **Additional 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 5 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 17, 2020
- **Position End Date:** June 26, 2021
- Service commitment will average 18-20 hours per week during the following days/times: Monday-Friday between 8am and 8pm up to 8 hour shifts are flexible
- Potential for up to 4 weekend commitments per month, with two weeks' notice provided.

Application Instructions:

- To apply, submit a cover letter and resume to Nina Sousa, Esq. at Nsousa@paaca.org. Applications will be accepted on rolling basis, with preference given to candidates who apply by May 20, 2020.

Accepted members will be required to undergo a criminal history check.

PAACA, Inc. (South Coast Youth Courts) 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. South Coast Couth Courts welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.