



**Commonwealth Corps
Service Internship Position Description**

POSITIVE ACTION AGAINST CHEMICAL ADDICTION, INC
SOUTH COAST YOUTH COURTS
Commonwealth Corps Program Facilitator



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 host site partners and members to find success throughout the program year. The three Commonwealth Corps members with Positive Action Against Chemical Addiction will serve 10.5 months in a half 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.

PAACA is a non-profit agency with a Youth Services division that seeks to prevent delinquency, substance use, and violence through positive youth development, education, and engagement. PAACA will host three half-time Commonwealth Corps members. Members will help expand and strengthen youth services at PAACA by building partnerships and developing new programming. Through their service, they will expand and continue outreach for our Youth Court programs, develop and facilitate new curricula, and expand educational programs for youth. In addition, they will recruit and manage at least 20 volunteers for our youth programming.

What You'll Do:

Essential Responsibilities:

- Complete a minimum of 750 hours of service, serving through June 25, 2022.
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 totals, post orientation) and PAACA, Inc. including a new member orientation on August 16 & 17, 2021.
- 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.
- Recruit and manage volunteers to support community service projects and educational programming.
- Design curriculum and facilitate afterschool programming for students Elementary through High School age.
- Perform outreach to local High Schools and Colleges for recruitment of new Volunteers, Judges and Attorneys for the Youth Court program.
- Assist in the development and roll out of a daily conversational foreign language learning program, primarily focused on the Spanish language.

Marginal Responsibilities:

- Help with outreach and information sharing to community about Covid-19 testing and regulations.
- Support the organization with food sustainability efforts during the pandemic.
- Participate in weekly/monthly meetings with our community partners.

Who You Are:

You must be:

- A Massachusetts resident ([see guidelines here](#)) with legal authorization to work in the United States
- 18 years of age at minimum, however we have had members ranging from 18 – 70+ years old
- Excited to give back to your community and help others
- Interested in developing your skills and gaining new professional experience and knowledge

- Able to balance service internship commitments with personal commitments in a sustainable way
- Must have the ability to serve outside for long periods of time (3 + hours)
- Interested in community engagement, and comfortable reaching out to community partners in person and by phone
- Knowledgeable of Microsoft Word and Excel
 - Motivated and willing to interact weekly with other members, staff, and supervisors about programming, ideas, and expectations.

It would also be great if you:

- Have experience working or volunteering with youth
- Have experience in public speaking or interest in gaining experience in public speaking
- Are knowledgeable of Microsoft Word, Excel and PowerPoint, or willingness to learn
- Speak a language other than English – multi-lingual candidates encouraged to apply

What You'll Get:

- **Stipend** of \$450 semi-monthly while in service, up to or \$9,450, 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 (part-time) 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 16, 2021
- **Position End Date:** June 25, 2022
- Service commitment will average 18-20 (half-time) hours per week during the following days/times: Monday- Friday, 8 AM to 8 PM and Saturdays service hours depending on program, with two weeks advanced notice.
- Must have transportation to be able to get to the various program sites and meetings.

How to Apply:

- To apply, submit a cover letter and resume by May 20, 2021 to Terri Belliveau at Tswanbell77@gmail.com.

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

PAACA, Inc. 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.