



EVERY PERSON DESERVES A PLACE TO CALL HOME

Commonwealth Corps Service Internship Position Description

Lynn Shelter Association

Commonwealth Corps Enrichment Center Program Coordinator – Homeless Families

Supporting Economic Mobility and Engaging Volunteers in Support of Homeless Families

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 the Lynn Shelter Association 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.

LSA believes every person deserves a place to call home. Our mission is to provide a safe environment for each individual to define and pursue their goals for independence and self-sufficiency. We provide shelter, supportive services, housing solutions and access to a continuum of community supports to more than 1,000 individuals and families at risk for and experiencing homelessness each year. This Commonwealth Corps project will support the development and implementation of new Enrichment Center/Programming to support the economic mobility and workforce development needs of our homeless clients, as well as establish a new volunteer engagement program across the organization to increase our capacity and leverage the impact of our work.

Responsibilities:

Essential

- Complete a minimum of 1,500 hours of service, serving through June 29, 2019.
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 total, post orientation) and the Lynn Shelter Association, including a new member orientation on August 15 & 16, 2018.
- Participate in a minimum of 1 hour of MSA-related activities each week (in person or virtually).
- Collaborate with LSA's Director of Clinical Operations to identify and engage new partners and programs – and help coordinate the development and implementation of new programmatic offerings - to address the economic mobility, financial stability, workforce development and education needs of our homeless families.
- As related to the service position, directly deliver workshops and programming to support the economic mobility, financial stability, workforce development, and education needs of our homeless families.
- Partner closely with both the Director of Clinical Operations and the Development Director to develop a volunteer recruitment and engagement program to build capacity and leverage impact.

- Potentially including, but not limited to: a program of volunteer childcare to allow our homeless families to participate in enrichment activities, trainings and meetings; a volunteer tutoring program for our homeless children; volunteer-led property clean-up and beautification projects; volunteer-led drives for specific needs of our clients (winter coats and shoes, household goods); and other opportunities and projects to engage volunteer support.
- Collaborating closely with staff, develop evaluative tools and measures for new enrichment programming as well as volunteer program, implement and analyze results.

Marginal

- Serve with other family programming staff to understand the specific needs of clients and ensure smooth integration of program offerings.
- Attend all program area team meetings.
- Represent the organization in community meetings and events, as related to the service position.
- Document all activities in a policies and procedures handbook to guide future staff and initiatives.
- Coordinate closely with the Director of Development on potential volunteer appreciation activities and other efforts to recognize and thank volunteers.

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
- Some college experience required; Bachelor's Degree preferred
- Access to reliable transportation to travel between three family shelters throughout the city.

Preferred

- Interest in or experience working or serving with underserved or disadvantaged populations

Member Benefits:

- **Stipend** of \$550 every other week while in service, up to \$13,200, 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;
- **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 10 (full-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 service internship program..

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, 2018
- **Position End Date:** June 29, 2019
- Service commitment will average 38-40 (full-time) hours per week during the following days/times: Monday – Friday from 9:00 – 5:00 with approximately 3 evenings per month and 4 weekend hours per month, with advance notice.

Application Instructions:

- To apply, submit a cover letter, resume and writing sample by June 10, 2018 with “CC Member – Families” in the subject line, with interested applicants encouraged to apply ASAP to LSA at hr@lsahome.org.

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

The Lynn Shelter Association 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. The Lynn Shelter Association welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.