



## Commonwealth Corps Service Internship Position Description

UTEC, Inc.  
2Gen Center @ UTEC  
Commonwealth Corps Early Education Specialist



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 unmet community needs, and increase volunteerism.

Commonwealth Corps members with UTEC 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.

The 2Gen Center @ UTEC serves children ages 0-5 who have a young parent (ages 17-25) enrolled in UTEC's core programs for young adults. UTEC's promise is to ignite and nurture the ambition of our most disengaged young people to trade violence and poverty for social and economic success. UTEC engages young adults in workforce development and educational programs and provides intensive case management. Social justice and civic engagement are embedded in all programming. Since half of UTEC-enrolled young adults are also parents, UTEC opened an onsite, early childhood education center in 2017. Commonwealth Corps members will serve in the early childhood education center and work with the core program to develop and execute activities specifically for our young families – parents and children alike.

### **Responsibilities:**

#### *Essential*

- Complete a minimum of 1,500 hours of service, serving through June 27, 2020.
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 total, post orientation) and UTEC, including a new member orientation on August 15 & 16, 2019.
- Participate in a minimum of 1 hour (full-time members) of MSA-related activities each week (in person or virtually).
- Collaborate with classroom teacher to develop and implement lesson plans and daily activities.
- Collaborate with other members, as well as youthworkers and volunteers, to create and implement two-generation or whole-family activities throughout the service year.
- Demonstrate and promote UTEC values as part of maintaining a safe and positive program.
- Exhibit a warm, concerned attitude that uses a positive approach in dealing with individuals as well as groups of children.
- Serve as an active, positive team member with supervisor, colleagues, and participants at all times.
- Document activities and event plans for future implementation by other staff and members.
- Collect and record attendance and feedback data related to service activities.

#### *Marginal*

- Provide regular updates on site challenges, opportunities and best practices to supervisor.
- Implement program assessment tools.
- Support recruitment activities for skill-based volunteers to support two-generation activity development and execution.

### **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

- Strong interpersonal communication skills
- Open to feedback and personal and professional improvement

*Preferred*

- Passion for community building, education, and learning.
- Willingness and aptitude to individualize learning plans for student needs.
- Desire and drive to form positive, meaningful, and dynamic relationships with youth and staff alike.
- Possess a valid driver's license (to take UTEC vehicles for service-related field trips or offsite activities with participants).

**Member Benefits:**

- **Stipend** of \$600 every other week while in service, up to \$14,400, 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;
- **Reimbursement for outside training** or professional development opportunities relevant to member's service and/or goals (Up to \$50; Dependent on approval from MSA);
- Additional benefits (paid directly to vendor(s)) that can total up to \$5,000 over the 10.5-month service period, for subsidies of housing, childcare, and/or transportation costs;
- **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 UTEC's policies;
- 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 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, 2019
- **Position End Date:** June 27, 2020
- Service commitment will average 38-40 hours per week during the following days/times: Monday through Friday, from 9 AM – 5 PM. (NOTE: The early education program opens at 8:00 AM and closes at 5:30 PM, so occasional commitments may start or end at those times. Any schedule changes will be made with advance notice.)
- 1-2 evening events (5 – 8 PM) will be required each month. A shifted schedule will be arranged for these evening event dates, as appropriate.

**Application Instructions:**

- To apply, submit a cover letter and resume ASAP. Applications will be reviewed on a rolling basis until May 31, 2019. Submit application materials to Seth Johnson, Early Education Director, at [sjohnson@UTECinc.org](mailto:sjohnson@UTECinc.org). No phone calls, please.

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

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