



## Commonwealth Corps Service Position Description

HOMEWORK HOUSE INC.  
Commonwealth Corps Technology Education Specialist

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 Homework House 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.

Homework House is a place where children growing up in Holyoke's most economically challenged neighborhoods can experience learning success. Our free after school tutoring and mentoring program has transformed the lives of hundreds of kids, boosting their engagement with school and learning while improving their reading and math skills. The Commonwealth Corps Technology Education Specialist's objective will be to increase Homework House's capacity to better serve the children who come to us through improved use of educational technology.

### Responsibilities:

#### *Essential*

- Complete a minimum of 750 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 Homework House including a new member orientation on August 15 & 16, 2017.
- Participate in a minimum of 30 minutes of MSA-related activities each week (in person or virtually)
- Plan, implement and document fun and engaging computer-related activities for children, tutors and families that support the children's acquisition and development of reading and math skills.
- Research and recommend appropriate educational technologies.
- Maintain accurate data, records, and files to document all activities conducted and services provided as related to this position.
- Participate in weekly team and site meetings and weekly supervision meetings with Education Coordinator.

#### *Marginal*

- Welcome parents to program sites as visitors, observers and participants

### 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
- Experience/comfort using a variety of technology platforms
- Ability to balance service commitment with other

- family/work/school/community commitments in a sustainable way
- Strong written and oral communication skills

*Preferred*

- Facility with HTML/CSS, Scratch/Scratch Junior
- Strong interpersonal and human relations skills.

**Member Benefits:**

- **Stipend** of \$270.83 every other week while in service up to \$6,500 minus taxes and withholdings;
- **Completion award** of up to \$1,250 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 for certain service-related travel away from their usual service location, according to that agency's policies;
- The opportunity for at least or 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 15, 2017
- **Position End Date:** June 30, 2018
- Service commitment will average 18-20 hours per week, during the following days/times:
  - M, W, Thursday, F from 2pm-5:45pm; Tuesday from 12:30-5:30pm. No evening/weekend service expected, except for attending Holyoke Bound during initial orientation.
- Application Instructions:
  - To apply, submit a cover letter and resume by June 1, 2017 to Tracy Trial at [tttrial@homeworkhouseholyoke.org](mailto:tttrial@homeworkhouseholyoke.org)

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

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



## Commonwealth Corps Service Position Description

HOMEWORK HOUSE INC.  
Commonwealth Corps Family/School Liaison

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 Homework House 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.

Homework House is a place where children growing up in Holyoke's most economically challenged neighborhoods can experience learning success. Our free after school tutoring and mentoring program has transformed the lives of hundreds of kids, boosting their engagement with school and learning while improving their reading and math skills. The Commonwealth Corps Family/School Liaison's objectives will be to significantly increase parent engagement and support a parent advisory council.

### Responsibilities:

#### *Essential*

- Complete a minimum of 750 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 Homework House including a new member orientation on August 15 & 16, 2017.
- Participate in a minimum of 30 minutes of MSA-related activities each week (in person or virtually)
- Recruit, train and support parents to form a parent advisory board.
- Develop programming to encourage and promote parent volunteerism throughout the program.
- Produce monthly parent newsletter.
- Welcome parents to program sites as visitors, observers and participants.
- Identify appropriate educational, social, and other support services in the school, district, and community for parents and families.
- Maintain accurate data, records, and files to document all activities conducted and services provided as relevant to this service position.
- Participate in weekly staff and site meetings and weekly supervision meetings with Education Coordinator.

### Qualifications:

#### *Required*

- Massachusetts residency and legal authorization to work in the United States
- 18 years of age or older
- Bilingual/Fluent Spanish-speaker
- 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
- Access to reliable transportation.

- Strong written and oral communication skills

*Preferred*

- Strong interpersonal and human relations skills.

**Member Benefits:**

- **Stipend** of \$270.83 every other week while in service up to \$6,500 minus taxes and withholdings;
- **Completion award** of up to \$1,250 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 for certain service-related travel away from their usual service location, according to that agency's policies;
- The opportunity for at least or 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 15, 2017
- **Position End Date:** June 30, 2018
- Service commitment will average 18-20 hours per week during the following days/times:  
M, TH 10am-2pm; TU-W 12:30-5:30pm with 1-2 evenings/month until 7PM with advance notice.  
No weekend service expected, except for Holyoke Bound during initial orientation period

**Application Instructions:**

- To apply, submit a cover letter and resume by June 1, 2017 to Tracy Trial at [ttrial@homeworkhouseholyoke.org](mailto:ttrial@homeworkhouseholyoke.org)

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

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



## Commonwealth Corps Service Position Description

HOMEWORK HOUSE INC.  
Commonwealth Corps Teen Volunteer 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 Homework House 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.

Homework House is a place where children growing up in Holyoke's most economically challenged neighborhoods can experience learning success. Our free, after school tutoring and mentoring program has transformed the lives of hundreds of kids, boosting their engagement with school and learning while improving their reading and math skills. The Commonwealth Corps Teen Volunteer Coordinator's objective will be to significantly increase the number of teen volunteer tutors who are active in our program.

### Responsibilities:

#### *Essential*

- Complete a minimum of 750 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 Homework House including a new member orientation on August 15 & 16, 2017.
- Participate in a minimum of 30 minutes of MSA-related activities each week (in person or virtually)
- With support of Education Coordinator vision, plan and implement a program to recruit, train and support high school student volunteers.
- Outreach to and develop partnerships with programs and projects serving teens in Holyoke and the surrounding communities.
- Maintain updated records on all volunteers, as relevant to this specific service position.
- Set up and attend volunteer meetings on and off-site.
- Report to staff on volunteer activities as relevant to this specific service position.
- Develop and implement a teen volunteer recognition program.
- Maintain accurate data, records, and files to document all activities conducted and services provided as relevant to this service position.
- Participate in weekly team and site meetings and weekly supervision meetings with Education Coordinator

### 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 written and oral communication skills

*Preferred*

- Strong interpersonal and human relations skills.
- Experience working or serving with teens in community setting.
- Bilingual/Fluent Spanish-speaker
- Valid Driver's license

**Member Benefits:**

- **Stipend** of \$270.83 every other week while in service up to \$6,500 minus taxes and withholdings;
- **Completion award** of up to \$1,250 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 for certain service-related travel away from their usual service location, according to that agency's policies;
- The opportunity for at least or 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 15, 2017
- **Position End Date:** June 30, 2018
- Service commitment will average 18- 20 hours per week, during the following days/times:
  - M, W, TH: 1PM-5:30pm; TU 10-4pm with approximately 1-2 evenings until 7PM each quarter with advance notice. (No weekend service expected, except for Holyoke Bound during orientation period.)

**Application Instructions:**

- To apply, submit a cover letter and resume by June 1, 2017 to Tracy Trial at [ttrial@homeworkhouseholyokey.org](mailto:ttrial@homeworkhouseholyokey.org)

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

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