



AmeriCorps Summer VISTA, Dedham, MA

Organization Overview

Horizons Greater Boston provides high-quality, tuition-free summer enrichment programs in partnership with Boston Public School host institutions. Our students attend a 5-week, full-day summer program on the campuses of schools across the Greater Boston Area. In small classes led by professional teachers, our students dive into rich curricula focused on literacy and math. Swimming and other confidence-boosting activities break down barriers to success, expose children to new opportunities, and promote healthy youth development. On average, Horizons students achieve 2-3 months academic growth in reading and math and return to school in the fall prepared and confident. AmeriCorps VISTA members will receive direct, hands on experience supporting a broad range of youth enrichment and development activities. Members will also engage directly with all levels of program stakeholders and offer ways to strengthen program activities. AmeriCorps VISTA members will be assigned to work at a Boston Public School site, where they will work closely with the Site Director to assist in the daily operations of the program.

www.horizonsgreaterboston.org.

Position Summary

Horizons Greater Boston is looking for a motivated, committed individual who is passionate about making a difference and receiving higher than entry-level responsibilities. The candidate should have some volunteer/professional experience as well as the desire to take on responsibilities that will challenge themselves and make an impact on the Greater Boston community. The AmeriCorps VISTA position and the individual will work directly with the Executive Director and Site Director.

Position Hours

This is a full time, seasonal position beginning **June 8th 2020 and concluding on August 07th 2020.**

AmeriCorps VISTA responsibilities:

AmeriCorps VISTA members will directly support the Site Director assisting with various tasks and responsibilities, before and during, their 5-week summer programs. Assignments may include:

- Supporting classroom instruction and management
- Assisting with field trips, swim instruction, or other out of classroom activities
- Supporting social media, photography, and other communications and marketing related activities
- Working alongside the Program Director on various program support tasks (collecting student records, calling families, data entry, ordering supplies, folding t-shirts)
- Coordinating with the other program sites (Site Directors, staff, AmeriCorps VISTA) to share information, materials, resources
- Assisting with special events - Working with Horizons Greater Boston regional team for program wrap up

QUALIFICATIONS:

- 18 years or older
- High School Graduate/GED
- Passionate about education and social justice issues
- Thrives in small team settings
- Self-motivated and comfortable working independently
- Some volunteer/professional experience
- Knowledge of all Microsoft programs, as well as Google systems

To learn more about the VISTA program, including the many benefits, check out the VISTA website:
<https://www.nationalservice.gov/programs/amicorps/amicorpsvista>

To apply please refer to out posting on the AmeriCorps Portal:
<https://my.americorps.gov/mp/listing/viewListing.do?id=93698&fromSearch=true>

Horizons at Dedham Country Day School is an equal opportunity employer.