

SCI AmeriCorps Position Description – Serving at Boston Debate League

10 month service positions from September 2017 through June 2018



A program from Social Capital Inc. (SCI), SCI AmeriCorps increases volunteerism and provides leadership training and community service opportunities for youth. SCI AmeriCorps is now recruiting 25 full-time AmeriCorps members for positions at our partner sites across Eastern Massachusetts, spanning from Lynn to Fall River.

Boston Debate League is a partner of Social Capital Inc and the SCI AmeriCorps program. At Boston Debate League, we are looking for 1 member to serve as a Volunteer Outreach Coordinator.

Volunteer Outreach Coordinator (VOC) Basic Responsibilities

The Volunteer Outreach Coordinator (VOC) will develop and implement practices for effective volunteer engagement at their host sites, drawing on SCI's emphasis on relationship development and nurturing local social networks.

- Design a *volunteer outreach and communication plan* with the after-school debate league team and the full-time volunteer staff, with key metrics and goals for recruitment of volunteers, recruitment of volunteers who speak Spanish in particular, and retention of volunteers from tournament to tournament.
- Create a system for *screening and matching volunteers* to roles that meet educational needs. Support effort to assess abilities of each volunteer to ensure that volunteers can provide specialized tournament support to debaters participating in the highest levels of debate.
- Design opportunities to engage parents who are able to attend tournaments.
- VOC will create improved system for capturing information from volunteers and transferring to our database, with the ability to segment into key subgroups. VOC will manage contact information, entry into Salesforce, and will support regular communications to volunteers pre- and post- tournament.
- *Create marketing materials* for recruitment and training.
- Collaborate with other SCI staff, volunteers and partners on other projects to promote civic engagement, with an emphasis on integrating youth into activities of SCI and community partners.
- VOC will also be responsible for supporting various planning and coordination aspects of tournaments, which impact both volunteer and student experience: ordering food, coordinating transportation, creating and printing materials, and working on registration and training activities during tournaments.
- VOC will also support additional programming for students and volunteers throughout the year, as needed.

About Host Site:

The Boston Debate League believes that students are able to learn and thrive when they have opportunities for their voice and the voices of their peers to be at the center of education. We create learning communities where that is happening inside and outside of classrooms. Inside classrooms, we partner with teachers and entire schools to implement our Evidence-Based Argumentation instructional approach - a way to build classrooms where students are doing the heavy lifting. And outside of classrooms, we run an after school debate league for approximately 750 students across Boston who participate in after-school practices and come together for city-wide competitions where they receive feedback from community volunteers who serve as debate judges.

Required Skills for Essential Functions:

- Excellent organizational and communication skills
- Strong commitment to national service and the mission of SCI
- Desire to serve with diverse constituencies
- Ability to conduct community outreach and make presentations to community groups
- Excellent written and oral English communication skills
- Willingness to take initiative to achieve goals
- Strong project management/multi-tasking abilities
- A clear plan for living on the AmeriCorps stipend in the Greater Boston area
- Availability to attend community meetings & events during evening and weekend hours (frequency varies by position)

Desired Skills:

- Knowledge of the community served a plus.
- Ability to serve on a team and independently.
- College degree or coursework is preferred, but not required.
- Knowledge of HTML, PHP and Drupal a plus for some positions
- Experience working in a culturally responsive way with diverse communities
- Commitment to social and Racial justice
- Previous experience with debate helpful, not required
- Spanish Language helpful, not required

*Must be 18 or older to serve with SCI AmeriCorps

Benefits of serving with SCI AmeriCorps:

- Excellent experience for future professional and educational opportunities.
- Pre-service orientation and on-site training provided by SCI; ongoing training opportunities and workshops.
- Members receive a modest living allowance during their service
- Post-service educational award of \$5,815
- Health insurance coverage available at no-cost premium
- Additional local benefits may be available.

To Apply:

Send your **cover letter** and **resume** to Leah Mulrenan at americorps@socialcapitalinc.org or via regular mail to:
Social Capital Inc. 165M New Boston St., Suite 233, Woburn, MA 01801

Please note in your cover letter if you prefer to be considered for any specific location or position.

Questions? Email americorps@socialcapitalinc.org or call 781.935.2244
www.socialcapitalinc.org

SCI is an Equal Opportunity Employer.

SCI welcomes applications from people with disabilities and will make reasonable accommodations for both interviews and service upon request.
Positions contingent upon anticipated renewal of federal funding. Position descriptions will vary slightly based on partner site placement