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## Commonwealth Corps

## Service Internship Position Description

**The Possible Zone**

**Entrepreneurship Program Co-Teacher**

The mission of the Commonwealth Corps service internship program is to engage Massachusetts residents of all ages, backgrounds, and identities in direct service to strengthen communities, address critical needs, and increase volunteerism. Through hands-on experience, Commonwealth Corps members gain professional skills and valuable knowledge while positively impacting diverse communities in our state.

The Massachusetts Service Alliance (MSA) is a private, nonprofit agency that oversees the program and supports host site partners and members to find success throughout the program year. The three (3) Commonwealth Corps members with The Possible Zone will serve 10 months in a full-time capacity. They will join a diverse corps of members across Massachusetts who share a common desire to discover their passion and build their network in service to their communities and the Commonwealth.

## The Possible Zone (TPZ) is a multi-year youth entrepreneurship program offering students exciting project-based experiences, including:

## ● The creation and running of student-directed, viable, passion-based ventures

## ● Work-based learning opportunities through internships and fellowships

## ● Learning about and using STEAM processes and design/manufacturing equipment, from beginner, to advanced level, e.g., laser cutters, 3-D printers, routers/mills/fabrication equipment, computer science, audio/video production, and textile design & manufacturing methods/equipment

## ● Personalized college and/or career advising

## Throughout their TPZ journey, high-school students enrolled in our program work with dedicated educators, advisors, peers, and field experts; earn stipends; design products and services in a state-of-the-art makerspace; attend pitch panels and marketplaces; build and apply essential skills, mindsets, and social capital; and explore the exciting opportunities that exist post-high school. Students at TPZ have *fun* learning, growing, and interacting with peers as they design their futures while also gaining a sense of responsibility and accountability towards their stakeholders, community, and peers.

Each Commonwealth Corps member at TPZ will work directly with TPZ students and full-time educators as a “Co-Teacher” - a second adult in the classroom who will help customize and differentiate instruction and support individual students and student teams as they progress through TPZ’s project-based curriculum. Each Commonwealth Corps member at TPZ will co-teach six classes per week (2 classes two days per week, and one class two days per week), supporting students social-emotional development, as well as the development of career-related skills. Throughout their 10-month term of service, each Commonwealth Corps member will receive professional development related to youth development, education, trauma-informed practices, and other key areas of knowledge that will help each member during their term of service and throughout their career. Approximately 75%-80% of each TPZ Commonwealth Corps member’s time will be focused on co-teaching, related preparation and co-planning, and professional development. In addition, each Commonwealth Corps member at TPZ will spend 20%-25% of their time on a “capstone” capacity building project, which will strengthen TPZ and its program while also helping each Commonwealth Corps member develop lasting knowledge and skills. Members will also spend time each week on Massachusetts Service Alliance-related activities, which will also be part of their 40 hours of service weekly.

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## What You’ll Do:

*Essential Responsibilities:*

* Complete a minimum of 1,500 hours of service, serving from August 26, 2024 through June 21, 2025
* Attend a minimum of 6 Commonwealth Corps training and service events held by MSA post orientation.
* Participate in a minimum of 1 hour of MSA-related activities each week. This includes filling out timesheets, completing a bi-monthly reflection or check-in, or other MSA-related tasks or activities.
* Serve as a “Co-Teacher” - a critical second adult in the classroom - in six classes per week in TPZ’s entrepreneurship and work-based learning programming, supporting the classroom’s Lead Educator in creating a safe, supportive, and collaborative learning environment and ensuring that instruction can be differentiated within classrooms, based on student learning styles, interests, and focus of student projects.
* Engage directly with TPZ students in TPZ’s entrepreneurship and work-based-learning classroom settings to support them through guidance and mentorship, both individually and in groups, in advancing their TPZ projects, including:
  + developing a business idea, product, plan, and pitch to external stakeholders;
  + and in reflecting on progress towards TPZ's social-emotional learning, identity development, and college/career readiness competencies.
* Serve as liaison to volunteers participating in TPZ’s Entrepreneurship and Work-Based Learning classes, ensuring that volunteers are equipped to contribute value in the class sessions in which they are participating.
* Engage in a “capstone” capacity building project with TPZ that is aligned with their interests and skills. Potential capacity-building projects could include:
  + Working with TPZ’s Curriculum and Instruction (C&I) team to (1) refine TPZ’s curriculum, with the goal of making it more accessible to English language learners and young people with different learning styles; and (2) develop middle-school-facing STEAM and entrepreneurship modules.
  + Working with TPZ’s Volunteers team to strengthen TPZ’s volunteer program through institutional partnerships and additional volunteer training and enrichment opportunities.
  + Working with TPZ’s Communications Team to build a bank of student and alumni stories that can be used in both student recruitment and TPZ marketing and fundraising.
  + Working with TPZ’s Recruitment & Enrollment Team to improve TPZ’s recruitment collateral and strategies and build additional community recruitment partnerships.
  + Partnering with TPZ’s Student Support team to develop and launch TPZ’s Family Council
  + Working with TPZ’s Career & College Pathways team to develop a series of Career Exploration events for TPZ students and alumni

*Marginal Responsibilities:*

* Engage in planning sessions in collaboration with Lead Educators and technician/makerspace manager to prepare for learning experiences and reflect on learning (to inform lessons and curriculum planning)
* Engage in ongoing professional development throughout the term of service. Professional development will be delivered by TPZ program staff and partners.
* Be a part of the greater Commonwealth Corps community, including participating in cross-site learning groups, writing a short profile for the Commonwealth Corps newsletter, connecting with other members on our online platforms, and attending optional social/service events.

## Who You Are:

*You must be:*

* + A Massachusetts resident with legal authorization to work in the U.S.
  + 18 years of age at minimum (member age range is 18 – 70+ years old)
  + Excited to give back to your community and interested in developing your skills and gaining new professional experiences
  + Able to balance service internship commitments with personal commitments in a sustainable way
  + Experienced working with young people, either in a volunteer or paid capacity
  + Someone with a passion for equity, education, youth development, or nonprofit management, ideally with an interest in exploring a career in these areas
  + Someone who believes in the power of young people to shape their own futures

*It would also be great if you:*

* + Are an alumnus of TPZ or a similar program
  + Have experience in one or more of the areas listed above as “capstone” projects
  + Have studied and/or worked in science, technology, engineering, arts, and mathematics (STEAM)
  + Have experience and/or an interest in a career in teaching/education
  + Speak a language other than English -- multi-lingual candidates encouraged to apply

## What You’ll Get:

* Stipend of $1,250\* semi-monthly while in service - up to $26,250 for the full term of service, minus taxes and withholdings;
* **Health insurance** (individual coverage only)
* A **$500.00 per month rental stipend\*** throughout your term of service (beginning in September 2024), if you are a tenant on a lease or sublease
* An **MBTA pass** throughout your term of service (beginning in September 2024)
* **Member assistance program,** including unlimited, confidential, 24/7, phone counseling services and up to three free, in-person counseling sessions, plus a lot more
* **Completion award** of up to $4000 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 $100; Dependent on approval from MSA)
* **Extensive training from MSA with a diversity, equity and inclusion focus** and **other professional development** opportunities
* **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities
* **Internet reimbursement** up to $50/month while required to complete some service from home if required by site
* Limited travel reimbursement from their host site for certain service-related travel away from their usual service location, according to that agency's policies
* **Mental Health/Personal Day** once per month counting towards 8hrs
* Planned absences and time off at the discretion of the host site, TPZ. Time off does not count toward total hour completion.
* TPZ closed during Winter Holiday Break, 12/25/24 - 1/1/25 (does not count toward planned hours requirement)

\**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 19, 2024
* **Position End Date**: June 21, 2025
* Service commitment 40 hours per week during the following days/times: Monday - Friday, 8 am - 4 pm or 11 am - 7 pm (hours will be consistent throughout the term of service)
* Members will serve in-person at TPZ’s Innovation Center at 31 Heath Street in Boston, MA. Members will have the opportunity to serve from home/remotely one or two days per month.

## How to Apply:

## To apply, please submit your application via [this link](https://thepossiblezone.applytojob.com/apply/EewEHU8BYU/Commonwealth-Corps-Teaching-Fellowship?source=Our%20Career%20Page%20Widget). Early applications are encouraged as applications will be accepted on a rolling basis. Questions about this position can be directed to Emma Korolik, Senior Curriculum Manager, at [emma@possiblezone.org](mailto:emma@possiblezone.org)

Accepted members will be required to undergo a criminal history check.

*The Possible Zone (TPZ), in partnership with the MSA, will recruit and select persons in all positions to ensure a diverse and inclusive climate without regard to race, ethnicity, religion, sex, gender, 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. TPZ welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*