



empowering urban talent to reach their potential

POSITION: Commonwealth Corps Member/Teaching Fellow (full-time)

Location: Boston, Massachusetts (Downtown Crossing)

ORGANIZATIONAL OVERVIEW:

Year Up's mission is to close the Opportunity Divide in our country by providing urban young adults ages 18 – 24 with the skills, experience, and support that will empower them to reach their potential through professional careers and higher education. We achieve this through a high-support, high-expectation model that combines marketable professional and technical skills, stipends, corporate apprenticeships, college credit, and one-to-one advising in order for these young adults to embark upon a viable path to economic self-sufficiency.

Our intensive training and education program serves urban young adults in Boston, New York City, Providence, Washington, D.C., Atlanta and San Francisco. We have achieved excellent results to date: 100% placement of qualified students into apprenticeships, 80% student retention, 90% of apprentices meet or exceed partner expectations, 87% of graduates placed in full or part-time positions, and a \$15/hr average wage at placement. Year Up has received numerous awards, including Fast Company Magazine's Social Capitalist Awards, recognizing Year Up's innovative model and social impact. For more information, please visit www.yearup.org.

POSITION OVERVIEW:

The Year Up Teacher Fellowship is a one-year commitment through which Teaching Fellows work directly with one of four distinct Learning Communities and have responsibility for providing instructional and administrative support to that community. With ongoing coaching and supervision from the Learning Community/Site Leader, Academic Director, and faculty, the Teaching Fellow will be responsible for teaching 1-2 classes, substituting for faculty members as needed, and helping to maintain the daily operations of the site, which functions much like a small school. Fellows will be expected to serve as active members of their Learning Community, participate in weekly meetings, collaborate on projects with staff, and advise students. They will enjoy increasing responsibility as the Fellowship progresses.

Our classroom emphasizes a student-centered, collaborative teaching and learning environment that has real-life application. The foundation of our model is high expectations and high support for our students. Therefore, teaching fellows also guide students in professional behavior, help to build their confidence and advise them on educational and professional choices that will help them reach their academic, professional, and personal goals.

Teaching Fellows dually serve as Commonwealth Corps Members under this new initiative of Governor Patrick. Fellows for the 2009 – 2010 year will serve as Year Up's second cohort of Commonwealth Corps Members. Commonwealth Corps' mission is to engage Massachusetts residents of all ages and backgrounds in direct service to rebuild communities and address unmet community needs. The Corps will provide opportunities for skill building, leadership development and will encourage and enhance a lifelong civic vocation for Corps members. Corps members will provide direct service, build capacity, and recruit, organize and mobilize additional volunteers, thus building a grassroots movement of volunteers dedicated to service. Opportunities for development will be incorporated into Members' day-to-day work at Year Up, as well as statewide gatherings coordinated through the Massachusetts Service Alliance and the Governor's Commonwealth Corps Office.

RESPONSIBILITIES:

- Provide overall instructional and administrative support to ensure the smooth operation and high quality of the program, both inside and outside the classroom.
- Leverage the time of faculty members by serving as a co-teacher/teacher. Take primary responsibility for teaching the Customer Service and/or Business Essentials curriculum to a class of 35 young adults
- Engage students through one on one tutoring and advising
- Coordinate student participation in activities and events including service-learning projects, field trips, corporate gatherings, and Year Up events such as graduation.
- Participate as a member of a Learning Community Team that supports and oversees a group of approximately 35 students
- Special projects as assigned, such as our volunteer mentor/tutor program, program improvement, and focused teaching and learning, and civic projects.

QUALIFICATIONS:

- A proven passion for working with urban youth, an unshakeable belief in their potential, and confidence in his/her ability to make a difference
- 1- 3 years experience teaching or working with urban youth, preferably in the 18 – 24 year age range
- An interest in implementing progressive teaching methodologies and in creating a hands-on interactive learning environment
- Experience managing projects with exceptional attention to detail
- Excellent communication skills, mature interpersonal style, and the ability to interact with a diverse range of people, strong team work skills.
- Strong organizational and time management skills and the ability to work under pressure
- A sense of humor, a willingness to take initiative, and the ability to be flexible while handling increased responsibilities.
- Bachelor's degree or equivalent work experience required; Master's degree a plus

TO APPLY:

Please e-mail a resume and thoughtful cover letter (both in Word format), outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity to idenoncour@yearup.org. Please indicate "**Commonwealth Corps Member/Teaching Fellow**" in the subject line. Applications will be reviewed on an ongoing basis until the positions are filled.