



## Commonwealth Corps Service Internship Position Description

Boys & Girls Clubs of Metro South  
Freight Farms Program

### Commonwealth Corps Freight Farms Partnerships Coordinator



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 two Commonwealth Corps members with Boys & Girls Clubs of Metro South will serve 10.5 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 the service to their communities and the Commonwealth.

Boys & Girls Clubs of Metro South (BGCMS) is a youth-serving organization focused on supporting the Academic Success, Healthy Lifestyles, and Character & Leadership Development of youth ages 4-18 across Southeastern Massachusetts. The Commonwealth Corps Freight Farms Coordinators will serve as essential members of the BGCMS team, contributing to the expanded capacity of our Clubs to serve healthy daily meals to our youth and provide fresh, locally grown produce to children and families throughout Southeastern, MA. Through their service, Corps members will provide direct nutritional and educational support to youth and families in our service area, create and implement processes to increase the sustainability and efficiency of the Freight Farms program, develop relationships with key community partners, and evaluate the effectiveness and impact of the new program to identify areas of improvement.

#### What You'll Do:

##### *Essential Responsibilities:*

- Complete a minimum of 1,500 hours of service, serving through June 25, 2022.
- Attend all required Commonwealth Corps trainings and service events held by MSA (minimum of 6 total, post orientation) and Boys & Girls Clubs of Metro South, including a new member orientation on August 16 & 17, 2021.
- Participate in a minimum of 1 hour of MSA-related activities each week (in person or virtually).
- Manage the daily production and output of the Freight Farms with the support of the Camp Riverside Executive Director.
- Create and implement an inventory system to track the produce outputs of the Freight Farm and manage the types and amounts of produce that are available for the Kids Café program and the community distribution program, with the support of the Camp Riverside Executive Director.
- Recruit at least 10 community volunteers from different sources to support the operations, outputs, and educational components of the Freight Farms.
- Help to maintain and expand existing relationships with local elementary, middle, and high schools as well as colleges and universities in the area as sources of collaboration.
- Identify new local partners and building collaborative relationships throughout our service region.

##### *Marginal Responsibilities:*

- Help your co-member, the Commonwealth Corps Operations Coordinator, to allocate the appropriate types and amounts of produce for the Kids Café meals program.
- Support the Commonwealth Corps Operations Coordinator and others on the Program Team in lesson implementation at the facility, including coordinating time for field trips, giving demonstrations to students, and serving as a knowledgeable resource for youth visiting the facility.

## Who You Are:

You must be:

- A Massachusetts resident ([see guidelines here](#)) with legal authorization to work in the United States
- 18 years of age at minimum, however we typically have members ranging from 18 – 70+ years old
- Excited to give back to your community and help others
- Interested in developing your skills and gaining new professional experience and knowledge
- Able to balance service internship commitments with personal commitments in a sustainable way
- Highly organized, with attention to detail, and project management
- Proficient with technology, including Microsoft suite and Google
- Understanding and appreciative of the mission, vision, and values of BGCMS
- A strong communicator, including the ability to present in front of large groups, interact with and motivate volunteers, and represent the organization at community events
- Able to relate effectively to diverse groups of people and be comfortable in a highly collaboratively, fast-paced team environment
- Committed to professionalism including high expectations and standards of quality and a strong work ethic

It would also be great if you:

- Have experience with gardening or agriculture
- Have experience working or volunteering with youth or in an educational setting
- Speak a language other than English – multi-lingual candidates encouraged to apply

## What You'll Get:

- **Stipend** of \$900 semi-monthly while in service, up to \$18,900 minus taxes and withholdings;
- **Health insurance** (individual coverage only);
- **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 \$3000 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)
- An additional monthly stipend to help cover rent and/or the cost of living
- **Additional training and other professional development** opportunities;
- **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;
- Limited travel reimbursement from their host site for certain service-related travel away from their usual service location, according to that agency's policies;
- A monthly housing stipend provided by host site
- The opportunity for at least 10 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 16, 2021
- **Position End Date:** June 25, 2022
- Service commitment will average 38-40 hours per week during the following days/times Monday through Friday, 9 am – 5 pm with potential to flex hours and up to 2 weekend commitments per month with two weeks' notice provided

## How to Apply:

- To apply, submit a cover letter and resume by Friday, May 14, 2021 to **Lauren Utschig, Camp Riverside Executive Director**, at [lutschig@bgcmetrosouth.org](mailto:lutschig@bgcmetrosouth.org).

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

*Boys & Girls Clubs of Metro South 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. Boys & Girls Clubs of Metro South welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*