



Commonwealth Corps Service Internship Position Description



Open Sky Community Services, Inc.

Safe Homes North

Commonwealth Corps Safe Homes Program Intern

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 Commonwealth Corps members with Open Sky Community Services will serve 10 months in a half-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.

Open Sky Community Services provides services and programs for adults, young adults, and youth with mental health challenges, developmental disabilities, brain injury, substance abuse disorders, homelessness or other complex challenges. Headquartered in Worcester, Open Sky has over 100 programs and serves more than 5,000 individuals per year. One of Open Sky's programs is Safe Homes, which provides a comprehensive range of culturally competent services for LGBTQIA+ youth, their families, and allies. We work to reduce risks and increase protective factors for these youth through advocacy and intervention at a drop-in center, offering diverse educational programs and workshops; free mental health counseling; homelessness prevention services; emergency and safety net services; mentoring; and Peer Leadership training.

What You'll Do:

Essential Responsibilities:

- Complete a minimum of 750 hours of service, serving through June 24, 2023.
- Attend a minimum of 6 Commonwealth Corps trainings and service events held by MSA post orientation.
- Participate in a minimum of 30 minutes of MSA-related activities each week. This may include filling out timesheets, completing a bi-monthly reflection or check-in, or other MSA-related tasks or activities.
- Develop, support, and implement activities at the drop-in centers, serving our three locations (one virtual, one located in Worcester, and one located at Fitchburg State University). The members will serve a different location each week, with one member serving a site at a time (i.e. one member will be at Worcester, another at North, and the third serving virtually).
- Promote Safe Homes through digital platforms and word of mouth;
- Support with maintaining a database of participant demographics and attendance for program reporting;
- Create program materials and outreach tools;
- Connect eligible participants to Open Sky's Emergency supportive services.
- The members will also develop, with support from the Project Director, an accumulative project over the service term. The project will be individual to each member's future goals, for the intention of preparing them for their next steps.

Marginal Responsibilities:

- Provide leadership and personal development workshops to participants and Peer Leaders, with support and training from the Service Director
- Ensure emergency and safety net services (food pantry distributions, emergency backpacks, etc.)
- Support administrative tasks
- Accompany youth to conferences and off-site activities
- Be a part of the greater Commonwealth Corps community, including participating in cross-site learning groups, writing a short profile for the CC newsletter, connecting with other members on our online platforms, and attending optional social/service events.

Who You Are:

You must be:

- A Massachusetts resident ([see guidelines here](#)) 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
- Have a demonstrated understanding of youth culture
- Have knowledge of common issues experienced by LGBTQIA+ youth
- Have the willingness to continue your education around the systemic issues that impact the lives of our participants, including but not limited to; race, ethnicity, gender, age, sexual orientation and age.

It would also be great if you:

- Have education credits in psychology or sociology
- Have experience working with youth under age 18
- Have lived experience with the demographics of our participants to better connect with those we serve (ex. Being a member of the LGBTQIA+ community)
- Have previous experience working closely with members of the LGBTQIA+ community

What You'll Get:

- **Stipend** of \$550 semi-monthly while in service, up to \$11,550, minus taxes and withholdings;
- **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 \$2000 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)
- **Access to Open Sky's vast array of trainings free of charge**
- **Extensive training from MSA with a diversity, equity and inclusion focus and other professional development opportunities;**
- **Free Participation in the yearly Fundraising Gala**, including a VIP gift bag worth \$75
- **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;
- **Travel Reimbursement when supporting to Safe Homes' events**
- **Internet reimbursement** up to \$50/month while required to complete some service from home;
- 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 4hrs
- The opportunity for at least 5 (part-time) days of planned absences (may include holidays, does not count towards 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 22, 2022
- **Position End Date:** June 24, 2023
- Service commitment 20 hours per week during the following days/times
 - Rotating commitment hours each week depending on location served
 - North; Tuesdays 4-9
 - Virtual; 4:30-8:30
 - Worcester; Thursdays 4-9
 - Potential for up to 5 in-person commitments per month to run events with two weeks' notice provided
 - Potential for up to 2 weekend commitments per month with two weeks' notice provided

How to Apply:

- To apply, submit a cover letter and resume by May 1, 2022 at the latest to Renn Duffey, Safe Homes Project Director at renn.duffey@openskycs.org or by applying through our website here <https://www.openskycs.org/careers/index.html>

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

Open Sky Community Services 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. Open Sky Community Services welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.