



Job Title: Senior Director of AmeriCorps Program

Type: Full Time

Reports To: The CEO

OVERVIEW OF TENACITY:

Founded in 1999, Tenacity's mission is to improve the scholastic, character, and physical development of urban youth through a combination of academic instruction and tennis instruction/competition, with a focus on life skills and character development. Tenacity's programs together offer a "*Pathway to Excellence*" and serve 5000 youth annually. The Tenacity Pathway includes:

- Elementary School Program: 4th-5th Grade. This program exposes students in gym classes to tennis and helps identify "right fit" youth for Tenacity's next phase of the Pathway.
- Middle School Academy (MSA): 6th- 8th Grade. This is Tenacity's intensive, curriculum-based three year program geared toward high school readiness. The MSA program includes academic enrichment, homework help, study/life skills development and tennis programming, and culminates in a high school selection process for 8th grade students, led by staff from the College Prep Program.
- College Prep Program (CP): 9th-12th Grade. The College Prep Program serves approximately 200 graduates of the MSA during their high school years, and offers academic support, mentorship, and comprehensive college prep programming to ensure success in high school and in post-secondary education. In the later years of high school, the College Prep Program offers intensive guidance around post-secondary planning.
- The Post-Secondary Support Program extends its support to youth beyond high school in an effort to promote successful completion of post-secondary pursuits.
- The Summer Reading & Tennis Program (STRP) serves 5,000 youth ages 6-16, providing literacy, tennis and wellness programming in July and August, and preventing summer reading level loss. Many School-Year Pathway participants also participate in and/or work for STRP.

Tenacity's Pathway programs work in concert to engage youth and their families year-round for nine or more years of their lives, often changing the trajectory of their futures. Throughout its history, Tenacity has maintained a 95% high school graduation rate among students who have completed the MSA, with 75% completing post-secondary education.

Responsibilities:

Supervise team of 20+ AmeriCorps members. Responsible for all aspects of AmeriCorps team:

1. Administer all grant requirements including:

- a. Member and grant staff time tracking
 - b. Managing and submitting budgets, finance reports, and actuals
 - c. All Reports required by Mass Service Alliance – programmatic and financial
2. A lead role, with other key staff members, in the development and execution of continuing grant and proposal requirements
3. Create and maintain project management status report
4. Develop and Implement AmeriCorps members recruiting strategy – which should include multiple recruiting periods throughout the year.
5. Model Professionalism/management skills, behavior, dress demeanor
6. All AmeriCorps members have a clear documented growth plan culminating with confidence and ability to run a Summer Site.
 - a. With management team and MSA Director, define core responsibilities and experiences all members should have
 - b. Define core development goals for all members – developed in conjunction with Site Leaders
 - c. Document customized development track defined by each member’s needs and personal goals – based on feedback
7. Monthly progress reports are developed and maintained for each member and reviewed with MSA team and site leaders (provide input) and where appropriate Summer Program teams.
8. AmeriCorps members provide documented feedback on Site leadership quarterly
9. All member meetings are documented, efficient and productive, with actionable goals and follow-up
10. Team effectively with Site Leaders, MSA Director, Summer Program Director and to ensure that AmeriCorps members are effectively managed, challenged and prepared for success.
11. AmeriCorps members’ contribution to the success of our programs is clearly delineated.

Organizational Volunteer Recruiting and Management

1. Identify and recruit organizations to partner with for providing volunteers
2. Develop “speakers bureau” for Tenacity staff to speak with different organizations to raise awareness of the opportunities available at Tenacity
3. Develop a robust onboarding process for volunteers, p/t and full-time staff.
4. Develop intentional “check-in”, support and appreciation initiatives for staff and volunteers

Required Skills:

- A highly professional manner with very strong writing and presentation skills
- A thoughtful balance of focus between youth/member development and business discipline and skills
- Exceptional attention to detail including matrixes, student data outcomes and Data & Financial reporting
- Experience with AmeriCorps Programming and the Massachusetts Service Alliance preferred.
- Effective presentation skills
- Excellent verbal, written and interpersonal communications skills

- Strong analytical skills
- Well versed in Microsoft Office Suite, including Word, Excel, and PowerPoint
- A professional and resourceful style with the ability to work independently and as a team player to take initiative and manage multiple tasks and projects.
- An affable and compassionate nature with a good sense of humor balanced with business discipline.
- Ability to speak Spanish preferred
- Valid driver's license and access to a reliable vehicle required

Education/Training:

- Master's Degree in education, youth development or related field

To apply:

Send resume and cover letter to johnohara@tenacity.org. Please include "Senior Director of AmeriCorps Program" in the subject line of your email.

Tenacity will not discriminate toward individuals on the basis of age, race, gender, color, national origin, religion, marital status, or sexual orientation. Tenacity seeks to nurture diversity among its many employees. When requested, Tenacity will make reasonable accommodations for individuals with a permanent or temporary disability.