

Commonwealth Corps Service Position Description

YOUNG ENTREPRENEURS SOCIETY, INC.
Cultivating Economic Self-Sufficiency in the North Quabbin
Youth Network Coordinator

The **Coordinator** will help teen and young adult members of the Young Entrepreneurs Society (YES) living in the rural 9-town North Quabbin region develop greater economic self-sufficiency. Based at the Young Entrepreneurs Society (YES) in Orange, MA, this is an 6-month paid volunteer position made possible through a Commonwealth Corps grant from Commonwealth of Massachusetts. The grant provides each volunteer a stipend of \$250 paid bi-weekly and a bonus of up to \$900 at the satisfactory conclusion of 800 hours of service. Hours will require flexibility based on needs of the project. Start date is ASAP.

Responsibilities:

The Coordinator will be working with youth interns to complete the launch of a not-for-profit business called YES Ink based at YES in downtown Orange, MA. The goal is to create paid and voluntary work and business experience for youth by refurbishing empty inkjet printer cartridges collected from area schools and businesses and re-selling them at our on-site retail shop, YES BizCenter, and online. YES Ink's 500 sq.ft. production facility was recently renovated and we acquired and installed the production equipment needed. We all acquired a starting inventory of 'empties' and the operational processes, procedures and manuals needed. (A trainer is on-call.) The Coordinator will be responsible for seeing that the facility goes into production and will train youth to operate the production-end of the venture. The Coordinator will help them complete the on-line store set-up; create a quality control and order fulfillment system (packaging, shipping, financial recordkeeping, inventory); and establish and service 'empties' collection sites. The Coordinator will report directly the Executive Director of YES.

Qualifications

- Good sense of humor and ability to relate to a variety of people.
- Excellent communication skills.

- Ability to stay organized and pay attention to detail.
- Tech-savvy: with both computer and production equipment.
- Ability to work well with others and independently.
- Entrepreneurial: creative, driven, proactive, passionate.
- Previous experience in marketing, business, youth services, education, community work, and/or office administration is helpful.

In accordance with YES policy, a background screening, which includes a CORI check, is required for this position. YES 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. YES welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.

Program dates

Start Date: February, 2010

End Date: July 31, 2010

To apply

Complete the attached application and email, together with your resume, to info@yes-inc.org. Questions? Call Tim at (978) 544-1869, visit 26 South Main Street, Orange, or email tim@yes-inc.org.

The mission of the **Commonwealth Corps** is to engage Massachusetts residents of all ages and backgrounds in direct service to rebuild communities, address unmet community needs, and increase volunteerism. More than 250 Commonwealth Corps members will serve up to twelve months in full-time or part-time capacities at 36 designated nonprofits and public entities. What they have in common is a desire to put their talents and ideas to use in the service of their communities and the Commonwealth.

Young Entrepreneurs Society (YES) is a non-profit organization based in Orange, MA dedicated to helping the region's teens and young adults find and follow their own paths to economic self-sufficiency through entrepreneurship, job readiness, personal finance, and technology education. For more information, please visit www.yes-inc.org.



Commonwealth Corps Member Application



Applicant information

Please print clearly

Last First M.I.

Address

City State Zip

Home Phone Cell Phone

Email address

Race (optional) – Please Circle

- African- American/Black* *Asian-American/ Pacific Islander* *Caucasian/White*
- Hispanic* *Native American* *Other: Write-In Below*

I attest that I am:

- At least 18 years of age
- A Massachusetts resident

Applicant Signature: _____ Date: _____

How did you hear about Young Entrepreneurs Society?

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EDUCATION HISTORY

List all high schools, colleges, educational and job training programs, and trade or technical schools you have attended. **Or attach an updated resume.**

Name of School/Program (most recent first)	Location (city/state)	Dates Attended (mo/year)	Major or Area of Study	Type of Degree or Certificate (received or pursuing)	Date received or Expected

EMPLOYMENT/SERVICE HISTORY

List most recent work or volunteer experience. **Or attach an updated resume.**

Name of Employer or Organization (most recent first)	Title/Duties	Dates Worked or Served	Name/Contact information of Supervisor	Reason for Leaving

REFERENCES

Please list 3 non-family member references.

Reference 1:

Full Name	Relationship		
Organization/Employer	City	State	Zip
Telephone	Email		

Reference 2:

Full Name	Relationship		
Organization/Employer	City	State	Zip
Telephone	Email		

Reference 3:

Full Name	Relationship		
Organization/Employer	City	State	Zip
Telephone	Email		

COMMITMENT TO SERVICE

In the space provided below, please briefly describe your reasons for applying for this service position. Why do you feel this is the right time for you to do a year of service? How does this fit with your goals?

What do you hope to accomplish through a year of service?

To comply with state regulations, some Commonwealth Corps programs may require criminal background checks for members that will serve with vulnerable populations. If this is the case, the organization will provide you with information and documentation necessary to complete the check.

I hereby certify that all of the above information is accurate to be best of my knowledge.

Applicant Signature: _____ Date: _____

Position: Youth Network Coordinator