



Commonwealth Corps Service Internship Position Description



The 3PointFoundation
After School and In School Programming
Commonwealth Corps
Site 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 three Commonwealth Corps members with The 3Point Foundation 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 explore their passions and expand their network in service to their communities and the Commonwealth. The 2026-2027 program year will support 8 unique host sites and 17 CC members with the opportunity to share, support, and collaborate with the group.

Commonwealth Corps members with 3Point serve as Site Coordinators, helping create positive, inclusive, and engaging learning environments for students in grades 4–8 through school-based and out-of-school programs. Members support instructors and school staff by reinforcing academic learning, promoting social-emotional development, and ensuring safe, structured classrooms through small-group support, activity facilitation, and student supervision. In addition to direct service, members contribute to two key capacity-building initiatives: scaling the Assist Zone—an in-school academic and personal support program focused on 21st-century skills, wellness, and student success—and leading a strategic research effort to design a high school expansion model that maximizes long-term impact for youth in underserved Boston communities.

What You'll Do:

Essential Responsibilities:

- Complete a minimum of 750 hours of service, serving August 17, 2026 through June 19, 2027.
- Attend Commonwealth Corps trainings and events held by MSA, generally 1-2 times per month.
- Participate in a minimum of 30 minutes of MSA-related activities each week. This includes filling out timesheets, completing a bi-monthly reflection or check-in, or other MSA-related tasks or activities.
- Promote students' development of 21st-century skills, including critical thinking, problem solving, communication, and collaboration, through project-based learning, wellness activities, and sports-based programming.
- Contribute to a strategic research initiative focused on designing a high school expansion model by collecting data, reviewing best practices, and helping identify optimal age-entry points for long-term youth impact.
- Support the implementation and scale-up of the Assist Zone across assigned school sites by collaborating with the Student and Family Engagement Specialist, teachers, and school staff to create safe, structured, and inclusive learning environments.
- Work with other program staff to ensure all outcome goals are on track, including academic and social-emotional skill development outcomes
- Provide the Director of Academics, Program Director, and program staff with relevant and timely data regarding families and students
- Responsible for attending meetings as requested and reporting on classroom and student matters including progress on the curriculum and any concerns with staff, youth, and/or university students
- Keep appropriate records, files, and documentation to facilitate effective program delivery, including rosters, attendance records, and summaries of questions and/or reflections on what students learned
- Ensure the classroom has the needed materials and supplies. Including making sure the supplies are readily available and properly stored after each session

- Responsible for prompt responses to emails and texts; advance notification about absences must be given including personal time off or sick time
- Other related duties and responsibilities will be assigned as needed

Marginal Responsibilities:

- Assist students and staff in the classroom helping to foster their social and emotional growth
- Support the lead instructor in the classroom and on the basketball court
- Facilitate passing out snacks at the beginning of each session
- Supervise bathroom and water breaks and ensure overall student safety and engagement
- Facilitate small-group activities and provide one-on-one support to help students stay focused
- Model professionalism, empathy, teamwork, and strong communication
- Support daily transitions and assist with preparing materials and activity setups
- Uphold confidentiality, program policies, and safety protocols
- Demonstrate strong collaboration skills and bring positive energy to create a meaningful, fun experience for students
- Complete weekly reflections about their experience with 3Point
- 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
- Committed to 10 months of service and **able to balance service internship commitments with personal commitments in a sustainable way**
- Possession of a growth mindset; a willingness to learn new technologies and teaching techniques
- A positive “I care” attitude, including the ability to maintain enthusiasm in the face of challenges
- Engaging communication skills, including the ability to hold students’ attention while discussing subject matter, and willingness to engage parents/guardians as partners in the camp or classroom experience
- Demonstrated ability to be a flexible team player
- Strong commitment to the 3PointFoundation’s mission

It would also be great if you:

- Speak a language other than English -- multi-lingual candidates encouraged to apply
- Work experience in a professional position where you have demonstrated the ability to positively impact our youth and address the diverse needs of students
- Have experience working with youth preferably in education or athletic programs

What You’ll Get:

- **Stipend** of \$625 semi-monthly while in service, up to \$13,125, 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 goals (Up to \$100; Dependent on pre-approval from MSA)
- **Ongoing training and support from MSA** including **professional development** workshops and opportunities;
- **Limited travel reimbursement from MSA** to Corps-wide MSA-sponsored activities;
- **Limited travel reimbursement from your host site** for certain service-related travel away from your usual

service location;

- **Internet reimbursement** up to \$50/month if required to complete some service from home;
- As an additional benefit, members will be provided with an **MBTA pass and parking/mileage reimbursement** not exceeding \$90/month; specific requirements apply.
- **10 Mental Health/Personal Days** (1 day = 4hrs counting toward service hours)
- The opportunity for at least 10 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 17, 2026
- **Position End Date:** June 19, 2027
- **Service commitment:** 20 hours per week on site during the following days/times depending upon location placement:
 - BPS William W. Henderson School (18 Croftland Ave, Dorchester, MA 02122), Tuesdays and Thursdays from 3-5pm
 - BPS Sarah Greenwood K-8 School (186 Glenway St, Boston, MA 02121), Tuesday and Wednesdays from 3-5pm
 - BPS Franklin D. Roosevelt K-8 School (95 Needham Rd, Hyde Park, MA 02136), Mondays, Wednesdays, and Fridays from 3-5pm
 - BPS Rafael Hernandez School (61 School St, Roxbury, MA 02119), Wednesdays and Thursdays from 4-6pm
 - Codman Academy Charter School (637 Washington St, Dorchester, MA 02124), Mondays and Wednesdays from 3-5pm
 - *Match Middle School 6-8, 215 (Forest Hills St, Jamaica Plain, MA 02130), Dates and times TBD

**Site locations, days, and times are dependent on pending agreements between 3Point and the school.*

How to Apply:

- To apply, please send a copy of your cover letter and resume to info@go3point.org. Early applications are encouraged as applications will be accepted on a rolling basis. Questions about this position can be directed to the Director of Academics, Holly Webster, at holly@go3point.org
- For questions related to the Commonwealth Corps program contact ccquestions@mass-service.org

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

The 3Point Foundation 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. The 3Point Foundation welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.