



## Commonwealth Corps Service Internship Position Description



Whale & Dolphin Conservation, Inc.  
**Commonwealth Corps**  
**Education & Outreach Specialist**

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 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 Whale and Dolphin Conservation will serve 10 months in a full-time capacity. They will join a 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 mission of Whale & Dolphin Conservation (WDC) is to amaze people with the wonder of whales and dolphins and inspire global action to protect them. WDC will host two full-time Commonwealth Corps members who will serve as Education & Outreach Specialists to educate people of different ages, backgrounds and abilities in Massachusetts. Through their service, members will help increase conservation literacy of marine mammals by increasing our number of individual contacts, seek and build strategic relationships with schools, teachers and community partners, and develop high-quality, inquiry-based lessons and activities that will continue to be utilized for years to come. In addition, they will leverage 50 volunteers that will be engaged in education & outreach.

### **What You'll Do:**

#### *Essential Responsibilities:*

- Complete a minimum of 1500 hours of service, serving through June 20, 2026.
- Attend a minimum of 6 Commonwealth Corps trainings and service events held by MSA post orientation.
- Participate in a minimum of 1 hour (full-time members) of MSA-related activities each week. This include filling out timesheets, completing a bi-monthly reflection or check-in, or other MSA-related tasks or activities.
- Manage WDC's volunteer program
- Plan and delivery WDC volunteer orientation
- Train & mentor WDC volunteers on our volunteer program opportunities in education & outreach and Marine Animal Rescue and Response (MARR)
- Facilitate education programs for schools and communities throughout MA
- Develop creative marine conservation activities, educational materials, and lesson plans connected to Next Generation Science Standards, which will complement content teachers are teaching in class and help them meet learning goals
- Develop and complete a project by completion of the service term. Project topics could include expanding the volunteer program throughout MA and developing a children's marine mammal membership program.

#### *Marginal Responsibilities:*

- Attend community events (such as festivals, farmers markets, STEM events, etc)
- Seek and build relationships with schools, teachers, and community partners statewide to implement various WDC education programs
- 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
- Enjoy working with children, diverse audiences and teams
- Able to collaborate in a team setting
- Able to drive a vehicle and pass a background check
- Able to lift or move heavy objects and work outside in adverse weather conditions
- As our work sometimes includes interactions with large crowds of people as well as direct contact with wild animals, we ask that our staff be fully vaccinated unless employee qualifies for exception under applicable law.

It would also be great if you:

- Are eager to dive into new experiences
- Can juggle priorities while completing deadlines
- Are detail oriented
- Enjoy having a variety of tasks to work on
- Are comfortable with public speaking
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## What You'll Get:

- **Stipend** of \$1,250 semi-monthly while in service, up to \$26,250 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 \$4000 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)
- **Professional development** opportunities in marine science (conferences, webinars, and offsite trainings with MARR)
- **Vehicle** use of WDC company vehicle for work-related travel
- **Optional enrollment in WDC's corporate gym membership** at greatly reduced rate
- **Ongoing training and support from MSA and other professional development** opportunities framed by **best practices**;
- **Limited reimbursement for travel** to Corps-wide MSA-sponsored activities;
- **Internet reimbursement** up to \$50/month while required to complete some service from home if required by site;
- 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** up to 8 hours per month
- 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 18, 2025
- **Position End Date:** June 20, 2026
- Service commitment 40 (full-time) hours per week during the following days/times: Monday-Friday, 9am-5pm. Potential for night or weekend commitments (advanced notice of 2 weeks will be provided)

along with optional flex time). Members will be required to serve in-person with the potential for up to two days remotely, per week.

**How to Apply:**

- To apply <https://form.jotform.com/250234620893152> Early applications are encouraged as applications will be accepted on rolling basis. Questions about this position can be directed to [contact@whales.org](mailto:contact@whales.org).
- For questions related to the Commonwealth Corps program contact [ccquestions@mass-service.org](mailto:ccquestions@mass-service.org)

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

*Whale & Dolphin Conservation Inc. will recruit and select persons in all positions 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. Whale & Dolphin Conservation Inc. welcomes applications from individuals with disabilities and will make reasonable accommodations for interviews and for service upon request.*

