

**Daniel Murphy Scholarship Fund**  
Job Description – Affinity Group Leader

**Organization Overview:**

For 30 years the Daniel Murphy Scholarship Fund (“DMSF”) has been providing high school scholarships and educational support services to students from economically disadvantaged families. There are currently over 450 DMSF Scholars attending independent and parochial high schools in the Chicago area, as well as boarding schools around the country.

**Program Description:**

DMSF has created an Affinity Program for Scholars attending independent and parochial day schools in Chicago. The goal of the Affinity Program is to enable Scholars to meet and overcome challenges so that they are successful in high school, college and beyond. Specific goals of the Affinity Program include:

- Providing and/or designing the tools and dialogue to help Scholars achieve academic success
- Building a sense of self-worth, possibility and confidence in our Scholars
- Developing leadership ability and understanding of its importance
- Creating a sense of community among members of the group, a desire to belong to the affinity group, and a long term attachment to DMSF
- Assisting Scholars as they build their social, racial and cultural identities.
- Developing a sense of civic engagement

This fall DMSF will host five to six Affinity Groups. Each group will consist of approximately 12-17 Scholars. The groups will meet twice monthly on Saturdays, beginning in October or November and continuing until the end of the school year (May). Leaders must be available for training in August/September. Each group and leader will consist of members of the same sex.

**Position Description:**

DMSF seeks to hire Affinity Program Leaders for the two new Affinity Groups that will be formed this fall. The main responsibility of each facilitator will be leading the twice monthly meetings of the Scholars. The facilitator will report to the Director of Programs and Innovation.

Responsibilities include:

- Helping develop and refine the existing curriculum for the Affinity Program sessions in accordance with the program’s objectives and budget
- Leading the Saturday sessions of Scholars assigned to the facilitator’s group
- Attending/Calling into five planning and evaluation AGL meetings each season

- Supervising the scholars while in the program, including helping to coordinate speakers, outings and other social programs and events that support the goals of the program
- Working with volunteers and partners involved with the Affinity Program
- Enforcing DMSF policies and procedures
- Reporting on Scholar development, concerns, growth areas and achievements
- Developing close trustworthy relationships with the members of your affinity group
- Collaborating with other AGLs on activities, workshops, and guest speakers
- Maintaining prompt, frequent and direct communication with DMSF staff/and Scholars in regards to scholar related concerns, needs and requests

**Position Requirements:**

- Undergraduate degree required
- Graduate degree (preferred)
- Employed – Working Professional
- Excellent supervisory and communication skills
- Experience in education/counseling/psychology or in leading an affinity group, ideally at the high school level
- Experience in youth development or lesson planning
- Knowledge of the Chicago private school system, (preferred)
- Ability to identify with the challenges facing DMSF scholars who are members of the affinity group
- Intent on staying in the Chicago area for the next three years

**Compensation:**

- AGLs are paid a monthly stipend over the eight months of programming
- AGLs are provided with a yearly budget allotted to cover activities, field trips and food expenses for their Scholars

Please send resumes and letters of interest to:

[Trenton Dunn](#)

Director of Programs

Daniel Murphy Scholarship Fund

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