



# City Year AmeriCorps Member

Pre-Interview Information

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## CULTURE AND DIVERSITY

City Year's culture is based on the foundation of teamwork and diversity. We embrace diversity of every kind and see differences as strengths that help us meet our goals to get students to graduation. The communities we work in are incredibly diverse and the unique perspectives of our diverse teams of City Year AmeriCorps members enables us to provide the greatest impact for the students we serve. Having a team with different interests, work styles, backgrounds, and experiences helps us ensure there is someone that can connect with and get through to every single student.

The City Year uniform is a symbol of our full-time commitment to service. By wearing the uniform, we identify ourselves as practicing idealists who are ready to lead. The uniform provides the children, youth and members of the community we work with a signal of reliability, idealism and inspiration. Professional appearance guidelines are intended to create minimal distractions for the children and youth we serve, to support AmeriCorps member safety and to foster professionalism of the AmeriCorps. City Year guidelines are not meant to constrain AmeriCorps members' individuality, but rather to present a unified and easily recognizable symbol of our commitment. City Year AmeriCorps members do not wear non-uniform scarves, bandanas, or buttons that would detract from the professional look of the uniform.

As role models to children, City Year AmeriCorps Members must conduct themselves as professionals and representatives of City Year. These standards include the following while in City Year uniform:

- Punctuality
- Respect and courtesy
- No smoking, alcohol or drugs
- No swearing, gum chewing or jaywalking

To help prepare for your interview, [please watch this video](#) that takes you through the daily role of a City Year AmeriCorps member.

## WHAT WE LOOK FOR

City Year is a highly selective organization and we look for applicants who will have the maximum impact with the students we serve.

- Previous experience as a tutor, mentor or leader
- Previous experience working with children
- Demonstration of perseverance in difficult situations
- Previous experience with service, tutoring, mentoring or leadership strengthens candidacy

## ELIGIBILITY REQUIREMENTS

- A college degree, have attended some college or have a high school diploma or equivalent
- Able to dedicate 11 months to full-time service
- Between the ages of 18-25 (at the start of their service)
- U.S. citizen or legal permanent resident
- Have served no more have served 4 terms in an AmeriCorps State or National Direct program
- Agree to a background or security check

## ADDITIONAL REQUIREMENTS

- City Year is a full-time commitment. An average work day is approximately 10-12 hours. We work Monday-Friday with occasional late nights and Saturdays. City Year AmeriCorps Members may be permitted to hold part-time jobs or take night courses if they do not interfere with City Year commitments.



- Each AmeriCorps member must complete at least 1700 hours of service within 11 months in order to graduate and complete the program to receive all benefits.

## BENEFITS

- **Stipend:** You will receive a living allowance which begins on your first day actively serving and is paid on a bi-weekly basis. The bi-weekly stipend amount at City Year ranges from \$630 (pre-tax)- \$930 (pre-tax) to account for the cost of living in each location where our AmeriCorps members serve. [All location amounts can be viewed here.](#)
- **Segal Education Award:** Upon successful completion of City Year you will receive a post-service Segal Education Award of approximately \$6,095 (the amount could fluctuate if an AmeriCorps member has already earned some portion of a Segal Education Award).
- **Relocation Financial Assistance:** All City Year AmeriCorps members who are relocating 50 miles or more for service can receive a \$500 one-time payment. In order to be eligible for this benefit, you must have relocated at least 50 miles to start service and be accepted, confirmed and have started service. The \$500 payment will be processed upon your arrival at your site and will be paid out via direct deposit 2-4 weeks after being processed.
- **Loan Forbearance:** You may request forbearance during your service year on qualifying student loans (generally, federally backed loans). If granted—and if you complete the full term of service—you can also ask that interest accrued during the year be paid by CNCS (Corporation for National and Community Service).
- **Health Insurance:** City Year requires all AmeriCorps members to have medical coverage while actively serving in the program. Unless you have current coverage that you would like to retain, City Year will enroll you in a basic medical plan. The plan is medical coverage only and does not include dental or optical.
- **Talkspace:** All City Year AmeriCorps members will have access to Talkspace, an online therapy platform that makes it simple and convenient to connect with fully licensed, highly respectable therapists.
- **Childcare Allowance:** If you qualify, a childcare allowance is available during the program year to those with dependents. This benefit is administered by GAP Solutions Inc. and more information can be found at their website at [www.AmeriCorpschildcare.com](http://www.AmeriCorpschildcare.com).
- **Uniform:** City Year AmeriCorps Members are required to wear a uniform on a daily basis. Many uniform parts are provided free of charge by our national partners, but several pieces (such as pants and shoes for example) need to be provided by City Year AmeriCorps members.
- **Development Opportunities:** City Year is committed to the growth and development of its City Year AmeriCorps members. Examples include: give a year Partnerships, LACY days (Leadership After City Year), service trainings and leadership development.

## HOUSING

City Year does not directly provide housing for AmeriCorps members. This can be a challenge for some AmeriCorps members moving to a new area and City Year will offer many supports to help through this process:

- A Facebook group to connect with other incoming members
- Housing manuals
- Neighborhood recommendations
- City-specific local partnerships with housing groups
- Our City Year alumni network

Ultimately, you will be responsible for selecting and securing your own housing. Most AmeriCorps members will not be able to secure housing more than a month before their service begins. This is to be expected and is something all incoming AmeriCorps members should anticipate if planning to relocate for service.

## NOTIFICATION

You will be notified regarding your application to City Year as soon as possible once Admissions comes to a final decision. Typically, once your application is submitted and your admissions process begins, your decision will be communicated to you within one month's time.

<b>Deadline</b>	<b>Notification</b>	<b>Applicant Decision Due</b>
Oct 4	Nov 1	Nov 15
Nov 15	Dec 20	Jan 10
Jan 24	Feb 21	March 6
March 6	April 3	April 17
April 17	May 15	May 29
May 29	June 19	June 26

## DECISION OUTCOMES

If you are offered a position, you must either accept or decline the offer to join City Year within the timeline given by your admissions contact.

If you are not offered a position with City Year, you may reapply for the following service year as long as you continue to meet all the eligibility requirements.

If there are no spots available at your primary location and you are a qualified applicant, you may be offered a Transfer offer, and will work with your admissions contact to transfer your application to one of our other available locations.

## ELIGIBILITY AND BACKGROUND CHECK

If you have served 4 terms (of any length) in an AmeriCorps State or National program you are not eligible to join City Year. If you accept a City Year AmeriCorps member position, you will be required to bring proof of citizenship and employment eligibility documentation to Registration Day. An original Social Security Card is also required. If you cannot demonstrate that you are a US Citizen or Legal Permanent Resident Alien, you are not eligible to serve.

Valid documentation is either:

- US passport
- US Birth Certificate & government issued photo ID
- Legal Permanent Resident Card

Background Check: All AmeriCorps members are required to complete a criminal background check including a National Sex Offender search, FBI Fingerprint search and state searches in their current state of residence and in the state where they will be serving. Applicants who are listed on the National Sex Offender website or have been convicted of murder are not eligible. All other criminal records will be reviewed on a case by case basis.

## TERM OF SERVICE DATES

The term of service with City Year is generally from late July until the following June **unless stated otherwise by your specific City Year Site**. Please note: there will be a mandatory in-person registration day prior to

your first day of service. Registration and start dates will be communicated to you as soon as they become available. Failure to show up for registration day will result in a withdrawal of your acceptance in the program.

## VACATION, HOLIDAYS & BREAKS

City Year AmeriCorps Members are required to serve from the first official day of the program through graduation day. Throughout the year there will be required events that everyone must attend. A full list of dates will be provided at the beginning of the year.

Please note that our AmeriCorps members serve during most school vacations, except during Thanksgiving and the December holiday break. AmeriCorps members receive most Federal Holidays off. In addition, you may request up to 12 additional excused absences during the course of the year for such things as religious holidays, illness, doctor appointments, or academic/career interviews. However, these requests must first be approved by your supervisor.

## TRANSPORTATION AND CONTACT INFORMATION

Here is a list of transportation information by location along with the contact information for all City Year Admission staff. Please use this list to learn about your City Year site's transportation culture and who to contact for further inquiries.

<b><u>City Year Baton Rouge</u></b> Kevin Jones <a href="mailto:kjones3@cityyear.org">kjones3@cityyear.org</a> 225-663-4227	City Year Baton Rouge does have a strong partnership with the Capital Area Transit System that grants free monthly transit passes to each AmeriCorps member throughout their term of service. It is the responsibility of each individual AmeriCorps member to find and secure his/her/their own daily transportation.
<b><u>City Year Boston</u></b> Sara Dillingham <a href="mailto:sdillingham@cityyear.org">sdillingham@cityyear.org</a> 617-927-2426	City Year Boston has a strong relationship with the Massachusetts Bay Transportation Authority (MBTA) and in the past, City Year AmeriCorps Members have received passes for the bus, train and commuter rail. While we anticipate this partnership will continue for the 2019-20 service year, it is not guaranteed.
<b><u>City Year Buffalo</u></b> Sarah Cotter <a href="mailto:scotter@cityyear.org">scotter@cityyear.org</a> 202-742-7378	All AmeriCorps member receive a NFTA Metro pass to use on the light rail and bus.
<b><u>City Year Chicago</u></b> Ines Brookens <a href="mailto:ibrookens@cityyear.org">ibrookens@cityyear.org</a> 312-423-1085	All AmeriCorps Members have the option of receiving a free Chicago Transit Authority (CTA) pass during their year of service, in exchange for 3-4 hours of volunteer service with the CTA each month. AmeriCorps Members have the option to opt out of the CTA pass and provide their own transportation to/from service, in which case they will not have to complete the monthly CTA service.

<p><b><u>City Year Cleveland</u></b>  Christina Bowerman  <a href="mailto:cbowerman@cityyear.org">cbowerman@cityyear.org</a>  (614) 586-4559</p>	<p>This site has adopted a culture of carpooling, where our AmeriCorps Members ride together to and from service. It is the responsibility of each individual to find and secure his/her own daily transportation.</p>
<p><b><u>City Year Columbia</u></b>  Zack Draper  <a href="mailto:zdraper@cityyear.org">zdraper@cityyear.org</a>  904-432-2101</p>	<p>This site has adopted a culture of carpooling, where our AmeriCorps Members ride together to and from service. It is the responsibility of each individual to find and secure their own daily transportation.</p>
<p><b><u>City Year Columbus</u></b>  Christina Bowerman  <a href="mailto:cbowerman@cityyear.org">cbowerman@cityyear.org</a>  (614) 586-4559</p>	<p>COTA bus passes are provided to all AmeriCorps Members</p>
<p><b><u>City Year Dallas</u></b>  Alexis Snow  <a href="mailto:asnow@cityyear.org">asnow@cityyear.org</a>  989-906-9296</p>	<p>AmeriCorps Members will be provided with a public transit pass.</p>
<p><b><u>City Year Denver</u></b>  Brenna Eaton  <a href="mailto:beaton@cityyear.org">beaton@cityyear.org</a>  303-226-4876</p>	<p>AmeriCorps Members who do not have a car, or who do not want to drive will be provided an RTD bus pass and Light rail pass for service (Zone 1).</p>
<p><b><u>City Year Detroit</u></b>  Bear Mahowald  <a href="mailto:JMahowald@cityyear.org">JMahowald@cityyear.org</a>  313.874.5418</p>	<p>This site has adopted a culture of carpooling, where our AmeriCorps Members ride together to and from service. It is the responsibility of each individual to find and secure their own daily transportation.</p>
<p><b><u>City Year Jacksonville</u></b>  Zack Draper  <a href="mailto:zdraper@cityyear.org">zdraper@cityyear.org</a>  904-432-2101</p>	<p>This site has adopted a culture of carpooling, where our AmeriCorps Members ride together to and from service. It is the responsibility of each individual to find and secure their own daily transportation.</p>
<p><b><u>City Year Kansas City</u></b>  Ryan Arthur  <a href="mailto:rarthur@cityyear.org">rarthur@cityyear.org</a>  816-841-1073</p>	<p>KCATA bus pass is provided for all AmeriCorps Members if needed.</p>
<p><b><u>City Year Little Rock</u></b>  Shanon Ford  <a href="mailto:sford@cityyear.org">sford@cityyear.org</a>  501-707-1427</p>	<p>This site has adopted a culture of carpooling, where our AmeriCorps Members ride together to and from service. It is the responsibility of each individual to find and secure their own daily transportation.</p>
<p><b><u>City Year Los Angeles</u></b>  Mali McCormack  <a href="mailto:mmccormack@cityyear.oeg">mmccormack@cityyear.oeg</a>  857.250.1517</p>	<p>All AmeriCorps Members receive a Metro TAP pass for unlimited public transit in the immediate LA-area.</p>
<p><b><u>City Year Memphis</u></b>  Shanon Ford</p>	<p>All AmeriCorps members will receive a free public transit pass.</p>

<a href="mailto:sford@cityyear.org">sford@cityyear.org</a> 501-707-1427	
<b><u>City Year Miami</u></b> Lee Mabry <a href="mailto:lmabry@cityyear.org">lmabry@cityyear.org</a> 786-406-7930	All AmeriCorps Members will receive a Miami-Dade Transportation pass within their first week of service. This pass will allow you free unlimited rides wherever in the Miami-Dade transportation network. More information will be provided closer to the registration day.
<b><u>City Year Milwaukee</u></b> Erica Henderson <a href="mailto:Ehenderson@cityyear.org">Ehenderson@cityyear.org</a> (414) 882-2020	All AmeriCorps Members receive a Milwaukee County Transit System bus pass.
<b><u>City Year New Hampshire</u></b> Katie Sang <a href="mailto:Ksang@cityyear.org">Ksang@cityyear.org</a> (603) 218-5129	This site has adopted a culture of carpooling, where our AmeriCorps Members ride together to and from service. It is the responsibility of each individual to find and secure their own daily transportation.
<b><u>City Year New Orleans</u></b> Drew Larson <a href="mailto:alarson1@cityyear.org">alarson1@cityyear.org</a> 504-302-5236	This site has adopted a culture of carpooling, where our AmeriCorps Members ride together to and from service. It is the responsibility of each individual to find and secure their own daily transportation.
<b><u>City Year New York</u></b> Krystal Cabrera <a href="mailto:Kcabrera1@cityyear.org">Kcabrera1@cityyear.org</a> (646) 330-4159	All AmeriCorps Members receive a free unlimited monthly MetroCard.
<b><u>City Year Orlando</u></b> Ariadna Santos <a href="mailto:Asantos1@cityyear.org">Asantos1@cityyear.org</a> 857-305-1376	City Year AmeriCorps Members will receive a LYNX Transportation ID within their first week of service. This pass will allow you to receive free unlimited rides wherever in the LYNX network. More information will be provided closer to registration day.
<b><u>City Year Philadelphia</u></b> Tamika Austin taustin3@cityyear.org 857.305.1617	City Year Philadelphia provides AmeriCorps members with transportation support for the bus, trolley and subway.
<b><u>City Year Providence</u></b> JJ Conlon <a href="mailto:jconlon@cityyear.org">jconlon@cityyear.org</a> (617) 927-2389	All AmeriCorps Members are provided a Providence Public Transit Authority Bus Pass.
<b><u>City Year Sacramento</u></b> Bryan Van Ravenhorst <a href="mailto:Bvanravenhorst@cityyear.org">Bvanravenhorst@cityyear.org</a> (916) 793-1255	City Year provides monthly transit passes to all AmeriCorps Members which are good on all Regional Transit (RT) buses and light rail, as well as Yolo County buses. These passes are usually issued within the first week, but can be delayed. Please plan on providing your own transportation for the first two weeks.
<b><u>City Year San Antonio</u></b>	Travel passes have been donated by San Antonio's VIA Transportation System. The majority of the

<p>Carly Matthews  <a href="mailto:cmatthews@cityyear.org">cmatthews@cityyear.org</a>  (210) 247-4423</p>	<p>AmeriCorps Members take public transportation to school. This partnership is revisited annually.</p>
<p><b><u>City Year San Jose</u></b>  Aubrey Ramos  <a href="mailto:aramos1@cityyear.org">aramos1@cityyear.org</a>  408-907-6545</p>	<p>Passes are provided by the Valley Transit Authority, but availability is contingent on annual donations. VTA passes offer bus and light rail access.</p>
<p><b><u>City Year Seattle</u></b>  Mark McClements  <a href="mailto:mmcclements@cityyear.org">mmcclements@cityyear.org</a>  916-403-3715</p>	<p>All AmeriCorps Members are provided with Orca cards for travel on Seattle metro buses and link light rails.</p>
<p><b><u>City Year Tulsa</u></b>  Mandee Barrett  <a href="mailto:Abarrett@cityyear.org">Abarrett@cityyear.org</a>  918-986-1939</p>	<p>Tulsa Transit passes are only provided to AmeriCorps Members who do not have a car, or choose not to use their car for transit to and from service.</p>
<p><b><u>City Year Washington, DC</u></b>  Sarah Cotter  <a href="mailto:scotter@cityyear.org">scotter@cityyear.org</a>  202-742-7378</p>	<p>All AmeriCorps Members receive \$200 per month to use on the DC Metro, or WMATA. Depending on where you live/how long your commute is, it can cost more than \$6 one way. If you use up all of your \$200, then it is your responsibility to get to and from your service. This money will be pre-loaded on the 1st of the month onto a SmarTrip card that City Year provides you.</p>

## ADDITIONAL QUESTIONS

If you have any additional questions or concerns, please get in touch with your appropriate City Year Admissions site point contact.