



SERVE Philadelphia 2013-2014 AmeriCorps VISTA Information and Application

Philadelphia Mayor Michael A. Nutter's *Office of Civic Engagement and Volunteer Service* is accepting applications for 12 full time **SERVE Philadelphia 2013-2014 AmeriCorps VISTA members, beginning in August 2013**, to serve for a period of one year on projects designed to impact financial empowerment, youth engagement, community revitalization and support for veterans and military families.

Positions

Applications are being accepted for the twelve positions listed below. Please reference pages 3 through 7 for detailed position descriptions.

- *SERVE Philadelphia VISTA Team Leader (requires one year of previous experience as an AmeriCorps VISTA)*
- *Volunteer Engagement Coordinator for The PhillyRising Collaborative*
- *Volunteer Coordinator for DHS - Juvenile Justice Services*
- *Volunteer Coordinator for Philadelphia Parks and Recreation, Out of School Activities*
- *Mission365 Coordinator for Global Citizen*
- *GreenPHL Partnership Coordinator*
- *Out-of-School Time Data Coordinator with the Mayor's Office of Health and Opportunity*
- *Financial Opportunity Outreach Coordinator (2 positions)*
- *Business Service Coordinator for the Department of Commerce (foreign language skills preferred)*
- *Business Service Manager for the Department of Commerce (2 positions, foreign language skills required)*

Schedule

SERVE Philadelphia 2013-2014 VISTAs will serve full time for a period of one year, beginning August 27th 2013 and ending August 30th 2014. All of the VISTA positions require full time service, with occasional responsibilities in the evening and on weekends.

SERVE Philadelphia VISTAs will participate in local orientation, regularly scheduled professional development sessions and bi-monthly team meetings throughout the year sponsored by the *Mayor's Office of Civic Engagement and Volunteer Service*.

SERVE Philadelphia VISTAs are required to attend a mandatory pre-service orientation prior to beginning their year of service (August 27th to the 30th in Philadelphia). All transportation costs to Pre-Service Orientation will be covered for individuals who are not from Philadelphia. In addition, a small relocation allowance will be provided to individuals who relocate more than 50 miles to serve as a VISTA in Philadelphia.

Benefits

AmeriCorps VISTAs receive an annual living allowance of \$12,192 (\$468 every two weeks), before taxes. They also have the option to enroll in the VISTA Health Benefits Program. AmeriCorps VISTAs who are part of the SERVE Philadelphia VISTA team will also receive a monthly transportation pass.

Finally, AmeriCorps VISTAs who successfully complete their year of service can choose to receive either an Education Award of \$5,550 or End of Service Stipend of \$1,500. The Education Award, which is subject to taxation, can be applied to any federally backed student loan or used to pay tuition in the future.

NOTE: *Per the policy of the Corporation for National and Community Service, AmeriCorps VISTAs cannot engage in additional paid work during their year of service.*

For detailed information about AmeriCorps VISTA, including member benefits, please visit:

<http://www.americorps.gov/about/programs/vista.asp>

Application Process

Please see pages 8-10 for the complete application, which should be submitted by email to servephillyvistaapplication@gmail.com.

All applicants invited to participate in a final interview will be required to fill out an on-line application with the Corporation for National and Community Service. In preparation for this, applicants should go to <http://my.americorps.gov> to set up an account and create an application. **Note:** this does NOT need to be completed before submitting your application to SERVE Philadelphia.

Application Release	Wednesday, April 24 th
Application Deadline	Applications will be <u>accepted via email and reviewed on a rolling basis</u> through Thursday, May 30 th .
Interviews	Interviews will take place as applications are received. <u>Outstanding candidates will receive offers on a rolling basis.</u>
2011-2012 SERVE Philadelphia VISTAS Announced	The full list of VISTAs will be publically announced on Monday, June 10 th
VISTA Pre-Service Orientation	August 27 th – 30 th in Philadelphia
Term of Service	August 30 th 2013 to August 29 th 2014

Applicant Requirements

Because all of the projects involve working with children and/or vulnerable populations in some capacity or another, AmeriCorps VISTAs will be required to complete a criminal background check and child abuse clearance.

For additional project specific requirements, please read the position descriptions on pages 3 through 7.

SERVE Philadelphia VISTA Leader (1 position)

NOTE: *This position requires at least one year of experience as an AmeriCorps VISTA.*

In September 2010, Philadelphia Mayor Michael A. Nutter created the *Office of Civic Engagement and Volunteer Service* to ensure that his administration was at the forefront of promoting service as a strategy to impact challenges and strengthen communities.

Over the past two and a half years, the office has developed a highly effective website (www.SERVEPhiladelphia.com) for communicating volunteer opportunities available through City government and a diverse network of non-profit partners. In addition, the *Mayor’s Office of Civic Engagement and Volunteer Service* has become host to a growing team of SERVE Philadelphia VISTAs who coordinate projects designed to help City entities more effectively achieve their goals through strategic volunteer engagement.

Vista Position	Lead Partner and Related Website	Project Description
<i>SERVE Philadelphia VISTA Leader</i>	Mayor’s Office of Civic Engagement and Volunteer Service See: SERVEPhiladelphia.com	The SERVE Philadelphia VISTA Team Leader will: (1) provide administrative support to the 20+ member SERVE Philadelphia VISTA team and (2) continue to build the SERVE Philadelphia volunteer engagement infrastructure. Tasks include dramatically expanding the network of SERVE Philadelphia contacts, developing and implementing a more comprehensive marketing and outreach strategy, and implementing a plan to evaluate the impact of SERVE Philadelphia outreach efforts. NOTE: <i>This position requires at least one year of experience as an AmeriCorps VISTA and pays an annual living allowance of \$14,592 (\$559 every two weeks), before taxes.</i>

PhillyRising VISTA (1 position)

The *PhillyRising Collaborative* is the City of Philadelphia’s new way of doing business. PhillyRising focuses on neighborhoods throughout Philadelphia that are plagued by chronic crime and quality of life concerns, and establishes partnerships with community members to address these issues. The *PhillyRising* Team coordinates the actions of City agencies to help neighbors realize their vision for their community through sustainable, responsive, and cost-effective solutions. Together, residents and the City government can keep Philly rising.

Vista Position	Lead Partner and Related Website	Project Description
<i>Volunteer Engagement Coordinator for The PhillyRising Collaborative</i>	The PhillyRising Collaborative in the City of Philadelphia’s Managing Director’s Office See: www.phila.gov/mdo/phillyrising	The AmeriCorps VISTA serving with PhillyRising will focus on development of a new data collection and retention system that allows for accurate evaluation of the effectiveness of PhillyRising operations; the replication of programs deemed to be successful in existing neighborhoods; and the creation of a system for maintaining relationships with partner organizations that regularly provide volunteers for PhillyRising events.

Juvenile Justice Services VISTA

The City of Philadelphia’s *Office of Juvenile Justice Services* seeks to grow and expand **Philadelphia Youth in Service (PYS)** – a initiative designed to provide youth in transition the opportunity to complete their community service requirement and pay back their restitution so they can move quickly through the juvenile justice system and on to a positive, productive future.

This initiative is a strategic collaboration between the *Philadelphia Department of Human Services-Juvenile Justice Services (JJS)*, the *Mayor’s Office of Civic Engagement and Volunteer Service*, and the *Philadelphia Youth Advocate Program (PYAP)*.

Vista Position	Lead Partner and Related Website	Project Description
Juvenile Justice Services Volunteer Coordinator	City of Philadelphia’s Office of Juvenile Justice Services See: dhs.phila.gov/intranet/pgintrahome_pub.nsf/content/jjshomepage www.yapinc.org/	The AmeriCorps VISTA will build on the highly successful efforts of the current VISTA. Specifically, in Year 2 of this initiative the VISTA will be responsible to increase the size and scope of <i>Philadelphia Youth In Service</i> , with an emphasis on expanding the number of service partners, solidifying the system for tracking service hours and reporting project impact, and communicating the overall success of PYS for the purpose of building public support and securing the resources required for long term sustainability.

Philadelphia Parks and Recreation VISTA (1 position)

Philadelphia Parks and Recreation (PP&R) has a long history of engaging volunteers in providing innovative, engaging programming for young people across its vibrant network of Recreation Centers. Moving forward, PP&R is looking to build on their past successes to effectively engage significantly larger numbers of volunteers.

Vista Position	Lead Partner and Related Website	Project Description
Volunteer Engagement Coordinator for Philadelphia Parks and Recreation – Out of School Activities	Philadelphia Parks and Recreation See: www.phila.gov/parksandrecreation	The AmeriCorps VISTA will work closely with Philadelphia Parks and Recreation in their efforts to implement a more streamlined and effective process for recruiting volunteers to significantly enhance the menu of volunteer supported out-of-school activities currently available to young people. This process will focus on creating a scalable system for volunteer recruitment, training, placement, supervision and evaluation. The VISTA’s volunteer recruitment efforts will focus on, but not be limited to, supporting opportunities in the areas of environmental stewardship and outdoor recreation.

Global Citizen VISTA (1 position)

Global Citizen is a key partner to the *Mayor's Office of Civic Engagement and Volunteer Service*. It is the nonprofit, nonpartisan organization that delivers the Greater Philadelphia Martin Luther King Day of Service initiative, the oldest and largest King Day of Service event in the country. In January 2013, over 115,000 people were engaged in some 1,600 projects across Pennsylvania, New Jersey and Delaware. Beyond the King Day of Service, Global Citizen organizes several ongoing civic engagement programs under the umbrella of **MLK365**, a year-round initiative that provides opportunities for civic engagement. Global Citizen's newest program, **Mission365**, seeks to connect veterans with employment resources and service opportunities.

Vista Position	Lead Partner and Related Website	Project Description
<i>Mission365</i> <i>Coordinator for</i> <i>Global Citizen</i>	Global Citizen See: www.GlobalCitizen365.org www.mlkdayofservice.org	The AmeriCorps VISTA will be responsible for developing a comprehensive program plan to increase the sustainability of <i>Mission365</i> and its impact. The VISTA will plan and execute a series of job readiness workshops and digital jobs fairs for unemployed veterans, a significant percentage of whom are facing poverty and homelessness. In addition, he/she will develop a series of service projects aimed at both serving local veterans and engaging local veterans in service. Finally, the VISTA will increase and improve upon the veteran-focused projects and events affiliated with the <i>King Day of Service</i> , including a <i>Jobs & Opportunity Fair</i> which was attended by hundreds of individuals over the past two years.

GreenPHL VISTA (1 position)

The *City of Philadelphia* and *Commonwealth of Pennsylvania*, in partnership with *EducationWorks* and the *Philadelphia Youth Network*, has proposed to the Corporation for National and Community Service a new initiative called **GreenPHL** – a national service program that will engage 150 full time AmeriCorps members to significantly improve environmental stewardship in Philadelphia. If fully funded, at the end of three years, **GreenPHL** members will have planted 30,000 trees (contributing to the removal of 3.3 tons of air pollution within five years of their being planted), removed 7,800 tons of debris, revitalized 9,000 acres of public land, and educated 6,000 Philadelphians on the importance of watersheds and the steps citizens can take to preserve them. Through their term of service, the AmeriCorps members, to be recruited from the City's population of at-risk young adults (ages 18 to 26), will develop the skills required to further their education and/or secure meaningful work.

Vista Position	Lead Partner and Related Website	Project Description
<i>GreenPHL Project</i> <i>Coordinator</i>	Mayor's Office of Civic Engagement and Volunteer Service See: www.SERVEPhiladelphia.com	The AmeriCorps VISTA will focus on building the City's infrastructure to support this innovative new initiative. Specific tasks include building partnerships with City departments, solidifying communication strategies across partner organizations, developing a researched-based strategy to recruit post-AmeriCorps employers and coordinating implementation of the GreenPHL evaluation protocol. NOTE: <i>The City will receive notification of funding for GreenPHL in June 2013. A VISTA will be identified for this position prior to notification, but will not be officially selected and enrolled until this announcement has been made. Interested candidates are encouraged to indicate at least one 'second choice' on their application.</i>

Mayor's Office of Health and Opportunity VISTA (1 position)

Philadelphia was recently named one of nine cities chosen by The Wallace Foundation to participate in the Foundation's Afterschool Systems Building Initiative. The aim is to make high-quality out of school time (OST)/after-school programs available to more children and teens by better coordinating the municipal agencies, schools, nonprofit youth programs and other institutions vital to providing these services.

The City's OST "System of Systems" building project aims to integrate data from all afterschool providers in Philadelphia into a comprehensive data system that exhibits qualities of a centralized system and is also flexible enough to meet the unique needs of varied stakeholders. This comprehensive centralized web based data system will be made available to all stakeholders allowing them to record their performance against identified outcomes, monitor program quality and make decisions driven by valuable data.

Vista Position	Lead Partner and Related Website	Project Description
<i>Out-of-School Time Data Coordinator</i>	Mayor's Office of Health and Opportunity See: http://www.phila.gov/health	The AmeriCorps VISTA will coordinate the data collection and partnership building process required for the City to build an integrated data system to track OST program outcomes, monitor program quality and make critical data driven decisions. The VISTA will focus on four programs operated by three city departments: the Department of Human Services (which contracts with non-profit organizations to provide services), the Philadelphia Parks & Recreation Department and the Free Library of Philadelphia (both of which provide direct service). Note: This position requires a background in research design and data collection. A variety of experiences will be considered, but candidates should feel comfortable

Financial Opportunity VISTAs (2 positions)

On January 8th 2013, the City of Philadelphia received a \$3.3 million grant from Bloomberg Philanthropies and Living Cities' *Cities for Financial Empowerment (CFE) Fund* to create Financial Empowerment Centers to replicate New York City's evidence-based model. Philadelphia is one of five U.S. cities to be awarded a grant, which will enable the City to deliver free, one-on-one financial counseling by trained professionals to low-income residents by integrating counseling into the delivery of municipal services. The program has a proven track record of success and a measurable impact in New York, with nearly 30 Centers and trained financial counselors who have helped more than 19,000 New Yorkers reduce their debt by more than \$9 million and save more than \$1 million.

Vista Position	Lead Partner and Related Website	Project Description
<i>Financial Opportunity Outreach Coordinator (2 positions)</i>	Mayor's Policy Office/Financial Empowerment Centers See: http://www.phila.gov/fe	Two AmeriCorps VISTAs will work as a team to design and implement neighborhood specific outreach strategies designed to connect residents to resources and services provided through the City's Financial Empowerment Centers. The VISTAs will recruit, train and support a network of community based volunteers who will act as financial counselors able to support residents in reducing personal debt, improving their credit to receive lower interest loans, saving for emergencies and building assets. Note: Fluency in Spanish desired for at least one of the individuals selected to serve as a Financial Outreach Coordinator.

Commerce Department VISTAs (3 positions, two requiring foreign language proficiency, 1 preferred)

The Commerce Department is the City of Philadelphia’s leading agency in retaining and creating jobs throughout Philadelphia. It is the umbrella organization for all economic development activity in the city and leads efforts to develop business-friendly strategies to help both small businesses and major corporations in Philadelphia thrive.

The Commerce Department has a historic commitment to tailoring its services and resources to assist and strengthen immigrant entrepreneurs.

Vista Position	Lead Partner and Related Website	Project Description
<p><i>Business Service Coordinator (1 position – foreign language proficiency <u>preferred</u>)</i></p>	<p>City of Philadelphia ~ Commerce Department www.phila.gov/commerce</p>	<p>The AmeriCorps VISTA will be responsible to ensure local immigrant entrepreneurs are able to access the Commerce Department’s range of technical assistance programs, including: Corridor Language Connections, Business Technical Assistance Program (BTAP), and City Services Access Training. These programs deliver timely and customized technical assistance and tools to businesses and educate Commerce’s economic development conduits/partners on the ins and outs of business regulatory processes and support systems so they may better serve their area businesses. The VISTA will also conduct outreach and undertake business organizing in areas that are lacking strong community based organizations.</p> <p>Note: It is <u>preferred</u>, but not required, that candidates are proficient in one or more of the following languages: Mandarin, African French, Spanish, Korean or Arabic.</p>
<p><i>Business Service Manager (2 positions - foreign language proficiency <u>required</u>)</i></p>	<p>City of Philadelphia ~ Commerce Department www.phila.gov/commerce</p>	<p>Two AmeriCorps VISTAs will serve as Immigrant Business Service Support Managers. These positions will be responsible for bolstering Commerce's capacity to support local immigrant-owned business communities by connecting them to business services and technical assistance provided by Commerce and its economic development partners.</p> <p>Note: Candidates MUST be proficient in one or more of the following languages: Portuguese, Khmer, Mandarin, African French, Korean</p>

SERVE Philadelphia 2013-2014 AmeriCorps VISTA Application

Part ONE: Contact Info and Resume

Name: _____

Address: _____

_____ ZIP: _____

Email: _____ Phone: _____

Please include a resume with your completed application.

Part TWO: SERVE Philadelphia 2012-2013 VISTA Position Selection

Please check the SERVE Philadelphia VISTA position for which you are applying.

- SERVE Philadelphia VISTA Team Leader (requires one year of previous experience as an AmeriCorps VISTA)*
- Volunteer Engagement Coordinator for The PhillyRising Collaborative*
- Volunteer Coordinator for DHS - Juvenile Justice Services*
- Volunteer Coordinator for Philadelphia Parks and Recreation, Out of School Activities*
- Mission365 Coordinator for Global Citizen*
- GreenPHL Partnership Coordinator*
- Out-of-School Time Data Coordinator with the Mayor's Office of Health and Opportunity*
- Financial Opportunity Outreach Coordinator (2 positions)*
- Business Service Coordinator for the Department of Commerce (foreign language skills preferred)*
- Business Service Manager for the Department of Commerce (2 positions, foreign language skills required)*

If you are not selected for the VISTA position you are applying for, are you interested in being considered for any other positions? _____ YES _____ NO

If YES, please indicate up to three positions you are interested in:

- SERVE Philadelphia VISTA Team Leader (requires one year of previous experience as an AmeriCorps VISTA)*
- Volunteer Engagement Coordinator for The PhillyRising Collaborative*
- Volunteer Coordinator for DHS - Juvenile Justice Services*
- Volunteer Coordinator for Philadelphia Parks and Recreation, Out of School Activities*
- Mission365 Coordinator for Global Citizen*
- GreenPHL Partnership Coordinator*
- Out-of-School Time Data Coordinator with the Mayor's Office of Health and Opportunity*
- Financial Opportunity Outreach Coordinator (2 positions)*
- Business Service Coordinator for the Department of Commerce (foreign language skills preferred)*
- Business Service Manager for the Department of Commerce (2 positions, foreign language skills required)*

Part THREE: SERVE Philadelphia 2012-2013 VISTA Benefits Acceptance

Please read carefully and indicate 'YES' or 'NO'.

Benefits

AmeriCorps VISTAs receive an annual living allowance of \$12,192 (\$468 every two weeks), before taxes. They also have the option to enroll in the VISTA Health Benefits Program. AmeriCorps VISTAs who are part of the SERVE Philadelphia VISTA team will also receive a monthly transportation pass.

Finally, AmeriCorps VISTAs who successfully complete their year of service can choose to receive either an Education Award of \$5,550 or End of Service Stipend of \$1,500. The Education Award, which is subject to taxation, can be applied to any federally backed student loan or used to pay tuition in the future.

NOTE: *Per the policy of the Corporation for National and Community Service, AmeriCorps VISTAs cannot engage in additional paid work during their year of service.*

For detailed information about AmeriCorps VISTA, including member benefits, please visit: <http://www.americorps.gov/about/programs/vista.asp>

I have read the information above and, if selected, understand and agree to the terms and benefits.

_____ YES _____ (signature or initials)

_____ NO _____ (signature or initials)

Part FOUR: SERVE Philadelphia 2012-2013 VISTA Application Questions

Please respond to each question in 250 – 300 words (approximately two paragraphs per question) in a separate MS word document:

1. Why are you interested in the VISTA position for which you are applying? Please be as specific as possible.
2. What specific experiences and/or skills will you bring to the position?
3. What skills or experiences do you hope to gain from the VISTA opportunity?

Part FIVE: Resume and References

Please list three academic or professional references. Be sure to select individuals who can speak to your interests, experience, skills and talents.

Name and Position	Contact Number	Email	Relationship

APPLICATION CHECKLIST:

Please review your application carefully before submission to ensure it is complete.

- Part ONE: Contact Info and Resume**
- Part TWO: SERVE Philadelphia 2013-2014 VISTA Position Selection**
- Part THREE: SERVE Philadelphia 2013-2014 VISTA Benefits Acceptance**
- Part FOUR: SERVE Philadelphia 2013-2014 VISTA Application Questions**
- Part FIVE: References**

Completed applications will be accepted and reviewed on a rolling basis through Tuesday, May 30th 2013.
Applications must be submitted via email to servephillyvistaapplication@gmail.com.

NOTE: When submitting applications via email, please put your **LAST NAME** and the **NAME OF THE POSITION** you are applying for in the **SUBJECT LINE**.

We are very excited to welcome the 2013-2014 SERVE Philadelphia VISTA team. If you have any questions during the application process, please do not hesitate to contact Catie C. Wolfgang, Chief Service Officer, via email (servephillyvistaapplication@gmail.com).