

**2019-2020 CIVIC CORPS  
MEMBER POSITION DESCRIPTION**  
*(Service Dates: September 3, 2019-July 10, 2020)*

**Host Site Name:** Breakthrough New York

**Position Title:** NYC Civic Corps Member

**Location:** 123 William St 4th Floor, New York, NY 10038

**Tentative Schedule:** Monday-Friday, 9AM-5PM with potential for nights and weekends (any changes will be communicated to the member as soon as they are known).

**# of Member Slots in this Position:** 1

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**Need for the specific project on which NYC Civic Corps member is serving:**

Breakthrough New York (BTNY) was established because we know that not all students have access to the same academic opportunities, despite their potential and drive. Over the last 20 years, BTNY has worked to level the educational playing field and create opportunities for students that would otherwise be out of reach. BTNY identifies high potential, low-income 6th grade students through a rigorous application and interview process. BTNY students demonstrate that they want to work hard and commit to a ten year path to and through college. BTNY students receive concentrated summer and after-school tutoring throughout middle school, and that culminates with help on high school application tests. Staff specifically educates students and their families to assess schools carefully, and we emphasize college prep standards. Breakthrough New York continues in high school, through class meetings, summer enrichment opportunities, internships, career preparation and test prep, and that leads to college. During the college phase, students are supported by experienced coaches who check in with students twice a month to provide guidance and support. BTNY also offers college students a variety of professional development opportunities as well as support with finding internships and jobs. The staff works with students to ensure that they are on the path to successful college graduation and a career in their field of interest post-graduation.

This year, BTNY is looking to expand its volunteer offerings from one day events to more consistent volunteer opportunities through the launch of a new volunteer tutor role at the middle school level and volunteer mentors and coaches at the high school and college phases respectively. The Civic Corps member will impact volunteer capacity-building specifically by actively recruiting volunteers and working closely with these volunteers throughout the year so that their experience is positive. The Civic Corps member will be

communicating with the BTNY volunteers, organizing social and recognition events, and providing the volunteers with training and professional development opportunities on a regular basis. They will also be conducting classroom observations (for the middle school and high school volunteer roles) to ensure that the volunteers are effectively leading their lessons and engaging with the students they have been matched with. These observations will help determine which volunteers need more support and what structures need to be put in place in order to support them. The Civic Corps member will also conduct check-ins with any college mentors that work remotely to see how their work is going and provide individual support they might need. Through their work, the Civic Corps member will enable BTNY to build a robust volunteer program and establish build strong partnerships that will benefit our students and families.

**Member Position Summary:**

NYC Civic Corps AmeriCorps Members focus on building capacity at CBOs around the areas of volunteer program planning, recruitment, training, management and evaluation

**Detailed Functions of Position:**

Volunteer Program Planning

- Conduct a community asset map to determine resources in the community that can be utilized for volunteer programming and recruitment
- Conduct a needs assessment to determine internal capacity to build or expand volunteer programming
- Create a strategic volunteer engagement plan for new or expanding volunteer programming

Volunteer Recruitment + Onboarding

- Design a volunteer outreach plan aiming to increase the capacity of volunteers for the host-site organization
- Create marketing materials to promote the community website, volunteer opportunities, and community events
- Utilize technology and in-person outreach to recruit residents to Volunteer
- Create volunteer information sessions for potential volunteers to learn more about the organization and the role(s) a volunteer will play
- Create or manage the intake process for new volunteers

Volunteer Training

- Create or manage a volunteer training for new volunteers
- Create volunteer training manual/materials
- Create a system for screening and matching volunteers to appropriate roles
- Create volunteer training evaluation to better understand how effective the training was for volunteers

Volunteer Management

- Create a system for and/or manage contact information of volunteers
- Develop volunteer management tools including tracking sheets
- Manage volunteer projects
- Create work plans and schedules for volunteer projects

Volunteer Evaluation



- Create volunteer surveys
- Analyze volunteer surveys to implement volunteer feedback

**Required Skills for NYC Civic Corps Members (set for all program members):**

- Strong commitment to national service and the mission of the host site
- Desire to work in the non-profit sector
- Desire to serve with diverse communities
- Excellent organizational and communication skills
- Ability to conduct community outreach and make presentations to community groups
- Willingness to take initiative to achieve goals
- Strong project management/multi-tasking abilities
- A clear plan for living on the AmeriCorps stipend in New York City
- Availability to lead and/or attend events during evening and weekend hours (frequency varies by position)
- Minimum high school diploma or equivalency
- Ability to pass a criminal background check
- US Citizen or lawful permanent resident (AmeriCorps regulations)

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\* Please note: The duties and responsibilities in this service position description may be subject to change. In the rare event that there are any changes, members will be notified prior to beginning the service year and the position description will be amended. All changes will be reviewed and approved in advance by NYC Service.