



City Year AmeriCorps Member

Pre-Interview Information

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CITY YEAR AND COVID-19

Our number one priority is the health and safety of our employees and AmeriCorps members and their families; our students and school partners; and the community at large from COVID-19. Proof of COVID-19 vaccination is required for service – all AmeriCorps members are required to be fully vaccinated by their start date. Individuals are considered fully vaccinated 14 days after receiving the second dose of a two-dose vaccine (Pfizer or Moderna) or one dose of a single-dose vaccination (Johnson & Johnson).

If you are unable to be vaccinated for medical reasons or sincerely-held religious beliefs, we will consider requests for reasonable accommodation consistent with our policy, and where we are able to provide such accommodations without undue hardship to the organization pursuant to applicable law. Notwithstanding any language herein, City Year will comply with any state, local, or federal orders, statutes, or regulations that may conflict with the COVID-19 vaccination policy.

For additional information, please [click here](#).

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

Please [click here](#) for additional information about uniform requirements.

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 workday 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 1,700 hours of service within 11 months in order to graduate and complete the program to receive all benefits.

To help prepare for your interview, [please watch this video](#) to learn more about the City Year AmeriCorps member role.

BENEFITS

Over the course of your service year, you'll receive a wide variety of exciting benefits. Please explore the full list of benefits [here](#).

HOUSING

City Year does not directly provide housing for AmeriCorps members. If you are offered a position to serve with City Year, you will be introduced to your local Service Year Advisor who will provide information and resources to identify affordable housing and to secure roommates if needed.

Resources include:*

- 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.

**Please note that resources vary by site.*

NOTIFICATION

You will be notified of your admittance to City Year based on the timeline below. Typically, once your application is submitted, your decision will be communicated within one month.

Deadline	Notification	Applicant Decision Due
Oct 22	Nov 19	Dec 3
Dec 17	Jan 28	Feb 11
Feb 4	March 4	March 18
March 4	April 1	April 15
April 1	April 29	May 6
May 6	within one week of interview	within two business days of receiving offer

DECISION OUTCOMES

If you are offered a position, you must either accept or decline the offer to join City Year within the timeline listed above and/or within the timeline given by the National Admissions Team.

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 Service Year Advisor 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 are given up to 12 additional days off 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 approved by your supervisor.

TRANSPORTATION AND CONTACT INFORMATION

Here is a list of transportation information by location. Please use this list to learn about your City Year site's transportation culture.

<u>City Year Baton Rouge</u>	City Year Baton Rouge has 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 their own daily transportation.
<u>City Year Boston</u>	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 2022-2023 service year, it is not guaranteed.
<u>City Year Buffalo</u>	All AmeriCorps members are eligible to receive a monthly NFTA Metro pass to use on the light rail and bus. This benefit is available if requested by incoming Corps members.
<u>City Year Chicago</u>	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.
<u>City Year Cleveland</u>	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.
<u>City Year Columbia</u>	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.
<u>City Year Columbus</u>	COTA bus passes are provided to all AmeriCorps Members
<u>City Year Dallas</u>	AmeriCorps members will be provided with a public transit pass if they do not have transportation. This benefit is not provided to everyone.
<u>City Year Denver</u>	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).
<u>City Year Detroit</u>	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.
<u>City Year Jacksonville</u>	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.

<u>City Year Kansas City</u>	KCATA is free for everyone.
<u>City Year Little Rock</u>	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.
<u>City Year Los Angeles</u>	All AmeriCorps members receive a Metro TAP pass for unlimited public transit in the immediate LA-area.
<u>City Year Memphis</u>	All AmeriCorps members will receive a free public transit pass.
<u>City Year Miami</u>	All AmeriCorps members will receive a Miami-Dade Transportation pass within their first week of service. This pass will allow you free unlimited rides in the Miami-Dade transportation network. More information will be provided closer to registration day.
<u>City Year Milwaukee</u>	All AmeriCorps members receive a Milwaukee County Transit System bus pass.
<u>City Year New Hampshire</u>	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.
<u>City Year New Orleans</u>	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.
<u>City Year New York</u>	All AmeriCorps members receive a free unlimited monthly MetroCard.
<u>City Year Orlando</u>	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.
<u>City Year Philadelphia</u>	City Year Philadelphia provides AmeriCorps members with transportation support for the bus, trolley and subway.
<u>City Year Providence</u>	All AmeriCorps members are provided a Providence Public Transit Authority Bus Pass.
<u>City Year Sacramento</u>	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.

<u>City Year San Antonio</u>	Travel passes have been donated by San Antonio's VIA Transportation System. This partnership is revisited annually. It is strongly encouraged to carpool based on reliability of the public transit system.
<u>City Year San Jose</u>	Passes are provided by the Valley Transit Authority, but availability is contingent on annual donations. VTA passes offer bus and light rail access.
<u>City Year Seattle</u>	All AmeriCorps members are provided with Orca cards for travel on Seattle metro buses and link light rails.
<u>City Year Tulsa</u>	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.
<u>City Year Washington, DC</u>	All AmeriCorps members receive \$150 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 \$150, 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.

ADDITIONAL QUESTIONS

If you have additional questions or concerns, please contact the National Admissions Team at nationaladmissions@cityyear.org.