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 corps 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 corps member safety and to foster professionalism of the corps. City Year guidelines are not meant to constrain corps members individuality, but rather to present a unified and easily recognizable symbol of our commitment. Corps 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, corps 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 use of headphones
- no smoking, alcohol or drugs
- No swearing, gum chewing or jaywalking

ELIGIBILITY REQUIREMENTS

- 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.
- A College degree, have attended some college or have a high school diploma or equivalent. Be able to dedicate 11 months to full-time service
- Be between the ages of 17-24 (at the start of their service)
- Be a 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. Corps members may be permitted to hold part-time jobs or take night courses if they do not interfere with City Year commitments.
- Each corps 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 of at least $12,100 for serving a full term of service from start to City Year Graduation, which begins on your first day actively serving and is paid on a bi-weekly basis. The anticipated bi-weekly stipend amount at City Year Providence is $564.
- **Segal Education Award**: Upon successful completion of City Year you will receive a post-service Segal Education Award of $5,775 (The amount could fluctuate as it is tied and dependent on Pell Grants.)
- **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 corps 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.
- **Childcare Allowance**: If you qualify, childcare 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.
- **Uniform**: City Year corps 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 corps members.
- **Travel Passes**: Providence Public Transit Authority Bus Pass
- **Development Opportunities**: City Year is committed to the growth and development of its members. Examples include: give a year Partnerships, LACY days, service trainings and leadership development.

HOUSING

City Year does not provide housing. It is the responsibility of each individual to find and secure his/her own living arrangements. We do maintain a Facebook group for confirmed corps members where you can search and find potential roommates.

NOTIFICATION

You will be notified of a decision on your application to City Year Providence via email on or shortly after the scheduled notification date. If you do not receive an email with a decision 24 hours after the scheduled notification date, contact Nick Figueroa at 401-454-3731 or email nfigueroa@cityyear.org.

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Notification</th>
<th>Applicant Decision Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 30</td>
<td>Oct 21</td>
<td>Nov 4</td>
</tr>
<tr>
<td>Nov 15</td>
<td>Dec 15</td>
<td>Jan 15</td>
</tr>
<tr>
<td>Feb 15</td>
<td>Mar 15</td>
<td>Mar 30</td>
</tr>
<tr>
<td>Apr 30</td>
<td>May 31</td>
<td>June 15</td>
</tr>
</tbody>
</table>

DECISION OUTCOMES

If you are offered a position you must either accept or decline the offer to join City Year Providence by the correlating Applicant Decision Date. Decision letters must include an original signature and must be emailed, faxed, mailed, or dropped off in person:

Nick Figueroa
City Year Providence
If you are not offered a position with City Year Providence, you may reapply for the 2017-2018 service year as long as you continue to meet all the eligibility requirements. You may not reapply to any City Year site for the 2016-2017 service year.

If you are waitlisted you must either accept or decline placement on the City Year Providence waitlist by the Applicant Decision Date that corresponds to the Deadline you applied. If you accept a spot on the waitlist, you will be notified if and when a position becomes available. If offered a position you will then have two weeks to return your decision. City Year Providence maintains an active waitlist and approximately 25% of applicants are offered a position.

ELIGIBILITY AND BACKGROUND CHECK

If you have served four terms (of any length) in an AmeriCorps State or National program you are not eligible to join City Year. If you accept a corps member position, you will be required to bring proof of citizenship and employment eligibility documentation to Registration Day. (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 A) US passport, B) US Birth Certificate & government issued photo ID, or C) Legal Permanent Resident Card. An original Social Security Card is also required.)

Background Check: All corps members are required to complete a criminal background check including a National Sex Offender search, FBI Fingerprint search, and state searches in the your current state of residence and in the state 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 Providence will be from August 2016 until June 2017. Please note: there will be a mandatory in-person registration day prior to your first day of service. Registration and start dates will be confirmed in early spring 2016. Failure to show up for registration day will result in a withdrawal of your acceptance in the program.

VACATION, HOLIDAYS, and BREAKS

Corps 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 corps members serve during most school vacations, except during Thanksgiving and the December holiday break. Corps 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.

ADDITIONAL QUESTIONS

If you have any additional questions or concerns, please get in touch with Nick Figueroa at 401.454.3731 or nfigueroa@cityyear.org.