

AmeriCorps*NCCC Team Leader Application

Paperwork Burden Notice: The public reporting burden for the collection of this information is estimated to average two hours per submission, including time for reviewing instructions, searching existing data sources, gathering and maintaining data, and completing the form. Comments on the burden or content of this instrument may be sent to the Corporation for National and Community Service, AmeriCorps*NCCC, Attn: Phil Shaw, 1201 New York Avenue, N.W., Washington, DC, 20525. The Corporation informs those who may respond to this collection of information that they are not required to respond unless a currently approved OMB control number and expiration date are displayed. (See 5 C.F.R 130.5(b)(2)(i))



A m e r i C o r p s ★ N C C C

N a t i o n a l C i v i l i a n C o m m u n i t y C o r p s
Strengthening communities and developing leaders through team-based national and community service

TEAM LEADERS

What is AmeriCorps*NCCC?

AmeriCorps*National Civilian Community Corps (NCCC) is a program of the Corporation for National and Community Service. The AmeriCorps programs, engage 50,000 men and women each year in service to meet community needs. AmeriCorps*NCCC is a residential national service program that provides opportunities for young Americans to perform service that meets critical needs in urban and rural communities. AmeriCorps*NCCC members, working in teams of 11 to 14, focus on projects that protect and conserve natural resources, promote public safety, and help meet the educational and other unmet needs of people of all ages. Many members and team leaders are also trained to assist with disaster relief and recovery projects.

What is the AmeriCorps*NCCC team leader program?

The team leader program brings together citizens of all ages and backgrounds who are committed to national service to provide experience and leadership to AmeriCorps*NCCC team members as they work to strengthen American communities.

How are team leaders compensated?

In exchange for an 11-month commitment to the program, team leaders receive a living allowance of \$12,500, room and board, and limited health and child care benefits. Like AmeriCorps*NCCC members, team leaders receive a post-service education award of \$4,725 following the completion of their term of service.

What do team leaders do?

Team leaders manage the day-to-day activities of 11 to 14 corps members, ages 18 to 24. Team leaders also serve as role models, facilitators, and educators, and encourage high personal standards for corps members involved in community service-learning projects.

Who can be a team leader?

AmeriCorps*NCCC seeks applicants who are experienced supervisors with prior service experience in communities, schools, the Peace Corps, AmeriCorps*VISTA, youth corps programs, or the U.S. military, and who have demonstrated leadership experience.

Applicants should have experience working with young adults and a high degree of patience, flexibility, and adaptability. The team leader position is a demanding job that requires long and intense hours. Applicants must be prepared for many challenges and be willing to make an 11-month commitment.

Where do team leaders serve?

AmeriCorps*NCCC team leaders serve at one of five regional campuses in, Charleston, S.C.; Denver, Colo.; Perry Point, Md.; Sacramento, Calif.; Washington, D.C.

How can you apply to be an AmeriCorps*NCCC team leader?

Complete an AmeriCorps*NCCC team leader Application. Applications are accepted on a continuous basis. Campus preferences may be indicated on the first page of the application. However, AmeriCorps*NCCC reserves the right to assign team leaders according to the needs and objectives of the organization. For more information or an application, contact the AmeriCorps*NCCC team leader program at the Corporation for National and Community Service, 1-800-731-0002.

Who is eligible?

You must be at least 18 years old. You must be a U.S. citizen, U.S. national, or lawful permanent resident alien.

AmeriCorps*National Civilian Community Corps Team Leader Position Description

POSITION OVERVIEW

The team leader manages the day-to-day activities of 11 to 14 members, ages 18 to 24. He or she serves as a role model, facilitator, and educator, and encourages high standards for members involved in community-based, service projects. The team leader reports directly to a unit leader.

DUTIES AND RESPONSIBILITIES

- Supervise, motivate, direct, and coordinate a team of young adults in a structured program of service, education, and training; maintain order; develop a positive team morale; foster teamwork; monitor standards of behavior; ensure the safety of members, including the proper use of equipment; model a good work ethic and work alongside members to set the work pace.
- Plan daily and weekly team schedules that will result in the execution of project objectives and activities. Manage service-learning projects, locally or on spikes (sites away from the main campus where teams establish temporary living arrangements for up to two months).
- Assist and support member development through regular assessment and goal setting. Ensure the development of good work habits on site as well as career and interpersonal skills off site.
- Assist and support members in the development of leadership skills. Identify and nurture leadership opportunities at the service project site and otherwise.
- Coordinate project logistics with unit leaders and project sponsors; participate in staff and member meetings; and serve as programmatic and administrative liaison between members and staff.
- Conduct regularly scheduled team meetings designed to unify team members by building consensus, negotiating, resolving conflicts, and providing structured feedback.
- Oversee the care, safety and well-being of the team members.
- Facilitate, encourage, support, and model service-learning integration. Conduct or coordinate training such as skill building workshops, safe work practices, team-building exercises, mini-courses, and physical conditioning.
- Manage budget for spikes and submit written reports on project progress, achievements, and accomplishments; member evaluations; and special activities or incidents. Maintain daily records, leave of absence requests, service forms, etc.
- Monitor clean-up of common areas of living quarters, room cleanliness, uniform appearance, desk-staffing, quiet hours, and adherence to all AmeriCorps*NCCC policies. Support residential life experience through conflict mediation, crisis intervention, counseling, etc.
- Represent AmeriCorps*NCCC in local communities and to the media.

SUPERVISORY ROLE

The team leader, working closely with a unit leader, accomplishes daily tasks as assigned. Potentially difficult or controversial problems are referred to a unit leader for guidance, advice, or resolution. Team leaders are evaluated on day-to-day activities, service project objectives, supervisory skills, setting a positive model for team members, interaction with others, regulatory compliance, soundness of judgment, and timeliness of action.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to supervise, inform, set proper standards, organize, and motivate a team of diverse 18- to 24-year-old members.
- Knowledge of leadership principles, small group dynamics, team building, problem-solving, decision making, communication, counseling, and conflict management.
- Experience conducting community outreach and good interpersonal skills.
- Background in developing, implementing and evaluating high quality service projects.
- Willingness to understand and abide by all AmeriCorps*NCCC policies and procedures.
- Willingness to understand and respect confidentiality.
- Good driving record with a valid driver's license. Driver safety training will be provided.
- Flexibility and adaptability to live in a dormitory, work long and intense hours, adhere to the military aspects of the AmeriCorps*NCCC, and a limited cafeteria menu.

LIVING ALLOWANCE AND EDUCATION AWARD

Team leaders receive a living allowance of \$12,500, room and board, and limited health and child care benefits during the term of service. Like AmeriCorps*NCCC members, team leaders will receive a post-service education award of \$4,725 following the successful completion of the program.



AmeriCorps*National Civilian Community Corps

Team Leader Application



Please type or print all information. All attached sheets must have your name and Social Security number on the top.

I. CONTACT INFORMATION

NAME:		
ADDRESS:	CURRENT	PERMANENT
STREET:		
CITY/STATE/ZIP CODE:		
DAY PHONE:		
EVENING PHONE:		
E-MAIL ADDRESS:		
SOCIAL SECURITY NUMBER:		
DATE OF BIRTH:		

AmeriCorps*NCCC has five regional campuses that target all 50 states. Please prioritize the campuses on a 1 to 5 scale with “1” representing your highest preference and “5” representing the lowest preference.

- | | |
|---|---|
| <input type="checkbox"/> Capital Region, Washington, D.C. | <input type="checkbox"/> Central Region, Denver, Colo. |
| <input type="checkbox"/> Northeast Region, Perry Point, Md. | <input type="checkbox"/> Southeast Region, Charleston, S.C. |
| <input type="checkbox"/> Western Region, Sacramento, Calif. | <input type="checkbox"/> No regional preference. |

II. EDUCATION Check the highest level of education you will have completed by the time you serve in AmeriCorps (check only one). List all schools you have attended, including high schools, trade or technical schools, military training and employment training programs.

- | | | |
|--|---|--|
| <input type="checkbox"/> Some high school | <input type="checkbox"/> Associate’s degree | <input type="checkbox"/> Graduate degree |
| <input type="checkbox"/> High school diploma or GED | <input type="checkbox"/> Some college | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> Technical School/Apprenticeship | <input type="checkbox"/> Bachelor degree | |

Name of School (List most recent first)	Location	Dates Attended		Major or Area of Study	Degree Received or Expected
		From MO/YR	To MO/YR		

III. EMPLOYMENT HISTORY

Attach a current resume of professional experience(s) you have had beginning with the most recent. For each position your resume should include employer's name, address, and phone number, a description of the job, your supervisor, dates employed, and your reason for leaving. If your resume lists your educational and national and community service background, it is not necessary to include this information on a separate sheet as requested in Parts II and IV.

IV. NATIONAL AND COMMUNITY SERVICE BACKGROUND

On a separate sheet of paper please list the part or full-time service program(s) where you have served. List any additional community service or volunteer work you have been involved with starting with the most recent. List the organization, your position and duties, dates of service, and the volunteer supervisor and contact information (if possible). If this information is contained in your resume, it is not necessary to submit a separate sheet.

V. REFERENCES

Distribute the attached reference forms to three people who know your skills, interests, and how you and AmeriCorps*NCCC will benefit from your participation. At a minimum, references should include: 1) a supervisor from an employment or service experience; 2) a peer from school or an employment or service experience; and 3) a teacher, professor, member of the clergy or other person than can speak about your character. Have each person return the reference form to you in a sealed envelope. Return the sealed envelopes with your application to the Corporation for National and Community Service before the May 15 (Fall Class) and August 15 (Winter Class) deadlines.

VI. PERSONAL STATEMENTS

Please submit an essay between 500 and 1,000 words that responds to the following topics and attach it to your application.

- Describe your leadership, supervision, and teaching experiences; the challenges you experienced and what you learned from these experiences.
- Explain how your participation as a team leader will strengthen the AmeriCorps*NCCC, what you hope to gain from this experience, and how the team leader experience will further your personal and professional goals.

VII. LEGAL

Existence of a criminal conviction may or may not, depending on the circumstances, disqualify you from consideration. However, any intentional misrepresentation or omission will disqualify you.

Have you ever been convicted of any violations other than minor traffic violations?
If yes, for what have you been convicted, when and where?

Yes No

Do you have any pending charges or are you under any type of criminal investigation?
If yes, please explain:

Yes No

Are you now on probation or parole?
If yes, please provide the name, address and phone number of the judge, probation or parole officer we can contact to verify the above information.

Yes No

Name _____ Phone _____

Address _____

You may attach any additional information or explanation on a separate sheet.

VIII. CERTIFICATION

Are you a U.S. citizen, a U.S. national, or a lawful permanent resident alien?

Yes No

IX. CERTIFICATION

I certify that all of the statements made in this application are true, correct, and complete to the best of my knowledge and that they are made in good faith. I understand that this information may be provided to sponsoring organizations or grantees to determine appropriate placement, the Department of Treasury for preparing support checks; the Social Security Administration for reports and contributions, federal investigative agencies for background investigations, and to other organizations involved in the application evaluation process.

Privacy Act Notice: The collection of this information is authorized by 42 USC 12615. The information is intended for use by AmeriCorps*NCCC in determining the applicant's enrollment in the AmeriCorps*NCCC. Information provided will not be disclosed outside the Corporation for National and Community Service without written permission from the applicant. While providing the information is voluntary, failure to disclose the requested information will adversely affect the applicant's eligibility for enrollment.

Signature _____ Date _____

OPTIONAL INFORMATION:

This information will be used for statistical purposes only and will not impact the selection process. Completion of this section is voluntary and failure to respond will in no way affect your candidacy.

How did you hear about AmeriCorps? (you may check more than one).

- | | |
|---|---|
| <input type="checkbox"/> AmeriCorps representative (service/career fair, conference, information session) | <input type="checkbox"/> College guidance office/placement office |
| <input type="checkbox"/> Armed Forces | <input type="checkbox"/> Department of Education |
| <input type="checkbox"/> Current or former AmeriCorps member | <input type="checkbox"/> High school guidance counselor |
| <input type="checkbox"/> Friend/Relative | <input type="checkbox"/> Newspaper/magazine article |
| <input type="checkbox"/> Internet/listserv/e-mail | <input type="checkbox"/> Peace Corps |
| <input type="checkbox"/> Newspaper/magazine advertisement | <input type="checkbox"/> Radio advertisement |
| <input type="checkbox"/> Other service organization | <input type="checkbox"/> Received information in the mail |
| <input type="checkbox"/> Radio story | <input type="checkbox"/> Television news story |
| <input type="checkbox"/> Television advertisement | <input type="checkbox"/> Other (specify): _____ |
| <input type="checkbox"/> Poster at school | |

What is your gender? Female Male

Are you of Spanish/Hispanic/Latino culture or origin? Yes No

What is your race? Select one or more.

- American Indian/Alaskan Native. A person having origins in any of the original people of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American. A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islander.
- White. A person having origins in any of the original people of Europe, the Middle East, or North Africa.

AmeriCorps*National Civilian Community Corps

TEAM LEADER REFERENCE FORM

Strengthening communities and developing leaders through team-based national and community service

Applicant's Name _____

To the personal reference:

AmeriCorps engages thousands of young people in a year of full-time service that is results driven and promotes citizenship skills. Projects are community-based and sponsored by local and national nonprofit organizations, and city and state agencies. AmeriCorps members help communities meet critical challenges in the areas of education, public safety, the environment, disaster relief, and other unmet community needs. In return, AmeriCorps members earn education awards that help pay for college or pay back student loans. The person named above is applying to be an AmeriCorps*National Civilian Community Corps team leader. The team leader manages and supervises the day-to-day project-related activities of 11 to 14 team members, ages 18 to 24. They have indicated that you are able to evaluate his or her qualifications and provide us with candid recommendations. Your input is greatly appreciated.

Name of Reference _____

Position/Title _____ Organization _____

Address _____

City, State, Zip _____

Phone _____ E-mail _____

KNOWLEDGE OF THE APPLICANT

How long have you known the applicant? Years _____ Months _____

In what capacity have you known the applicant?

- Job Supervisor/Employer Clergy Volunteer Supervisor Coach
 High School Teacher College Instructor Peer/Colleague
 Other (specify): _____

WORK PERFORMANCE

Consider such qualities as dependability, initiative, and the ability to work with minimal supervision.

- Exceptional Above Average Average Below Average

Provide a brief justification for your rating: _____

LEADERSHIP

Consider the applicant's ability to supervise and manage others (i.e. delegation, discipline, and achievement of project goals).

- Exceptional Above Average Average Below Average

Provide a brief justification for your rating: _____

INTERPERSONAL COMMUNICATION

Consider such qualities as understanding other people's view points and problems and ability to communicate with people of different ages and backgrounds; and relationships with colleagues, supervisors, and people in general.

- Exceptional Above Average Average Below Average

Provide a brief justification for your rating: _____

MATURITY

Consider such qualities as the ability to work under pressure, adaptability, and good judgment.

- Exceptional Above Average Average Below Average

Provide a brief justification for your rating: _____

OVERALL RECOMMENDATION

What is your overall recommendation?

- I recommend the applicant without reservation as an excellent candidate.
- I recommend the applicant as a good candidate.
- I have some reservations, but I believe the applicant has a reasonable chance of success.
- I have substantial doubts about the applicant's ability to perform these functions.
- I do not recommend this applicant.

ADDITIONAL COMMENTS

CONFIDENTIALITY STATEMENT

- I AUTHORIZE** the program and/or the Corporation for National and Community Service to identify me as the source of this reference and to release a copy of this reference in its entirety upon request to the applicant.

- I DO NOT** authorize the program and/or the Corporation for National and Community Service to identify me as the source of this reference, nor do I authorize the release of a copy of this reference in its entirety to the applicant. I realize that a summary of this information may be released without my approval.

Your Signature _____ Date _____

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Please inform us immediately if your contact information such as mailing address, phone number, or e-mail address changes. Call 1-800-731-0002 or send us an e-mail message at anccc@cns.gov.

Corporation for National and Community Service
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