

# AMERICORPS NCCC

## TEAM LEADER APPLICATION



Paperwork Burden Notice: The public reporting burden for the collection of this information is estimated to average one hour 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: Nicholas C. Zefran, 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))

OMB# - 3045-0005 Exp. Date - 6/30/2011

**“The Team Leader program brings together citizens of all ages and backgrounds to manage service projects and team members.”**



## **AmeriCorps National Civilian Community Corps Team Leader Application**

### **What is AmeriCorps NCCC?**

The National Civilian Community Corps (NCCC) is one of three AmeriCorps programs of the Corporation for National and Community Service. The mission of the Corporation for National and Community Service (CNCS) is to improve lives, strengthen communities, and foster civic engagement through meaningful service and volunteering. Each year, the Corporation provides opportunities for approximately two million Americans of all ages and backgrounds to serve their communities and country through Senior Corps, AmeriCorps and Learn and Serve America. The AmeriCorps programs engage 75,000 men and women each year in service to meet community needs. The NCCC is a residential national service program that engages teams of 10 to 12 members on service projects that protect and conserve natural resources, assist with disaster services, and help meet the educational and other unmet needs of people of all ages.

### **What is the AmeriCorps NCCC Team Leader program?**

The Team Leader program brings together citizens of all ages and backgrounds who want to serve their country in a leadership capacity. Team Leaders are responsible for the day to day activities of team members and projects.

### **How are Team Leaders compensated?**

In exchange for an 11 to 12 month commitment, Team Leaders receive a living allowance of \$12,500, room and board, and limited health and child care benefits. Like 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?**

The Team Leader manages the day-to-day activities of 10 to 12 members, ages 18 to 24. He or she serves as a supervisor, 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.

### **Who can be a Team Leader?**

The NCCC seeks applicants with prior supervisory or leadership experience in communities, schools, the Peace Corps, AmeriCorps and youth corps programs, the U.S. military, and other organizations that support service or individual development goals.

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 to 12 month commitment.



For more information or an application  
call 1-800-731-0002.

### **Where do Team Leaders serve?**

NCCC Team Leaders serve at one of several regional campuses. Please refer to [www.americorps.gov/nccc](http://www.americorps.gov/nccc) for campus locations and contact information.

### **How can you apply to be a Team Leader?**

Complete an NCCC Team Leader application prior to the deadline for each program year and cycle: Fall Cycle–May 15; Winter Cycle–August 15. For more information or an application, contact the NCCC Team Leader program at the Corporation for National and Community Service at 1-800-942-2677.

### **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.

The Team Leader manages the day-to-day activities of a team of 10 to 12 members, ages 18 to 24.



## AmeriCorps National Civilian Community Corps Team Leader Position Description

### What is AmeriCorps NCCC?

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### POSITION OVERVIEW

The AmeriCorps National Civilian Community Corps (NCCC) Team Leader manages the day-to-day activities of 10 to 12 members, ages 18 to 24. He or she serves as a supervisor, 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

- **Leadership:** Supervise, motivate, direct, and coordinate a team of young adults in a structured program of service, education, and training; maintain order; develop 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 by serving alongside members to set the pace.
- **Project Management:** 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. A “spike” is a service project where teams establish temporary living arrangements for up to two months in the community where they are serving.
- **Coach:** 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. Support residential life experience through conflict mediation, crisis intervention, counseling, etc.
- **Supervisor:** 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



**Team Leaders receive a living allowance of \$12,500, room and board, and limited health and child care benefits during the term of service.**

by building consensus, negotiating, resolving conflicts, and providing structured feedback. Oversee the care, safety and well-being of the team members. Monitor clean-up of common areas of living quarters, room cleanliness, uniform appearance, quiet hours, and adherence to all NCCC policies.

- **Trainer:** 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, project sponsor orientation, project briefings and debriefings, and physical conditioning.
- **Administrator:** 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.
- **Outreach:** Represent the NCCC and the Corporation for National and Community Service in local communities, to the media, and other stakeholders.

## **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, accountability for policy and other compliance requirements, 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 young adults.
- Willingness to learn leadership principles, small group dynamics, team building, problem-solving, decision making, communication, counseling, and conflict management skills.
- Interpersonal skills that will facilitate community and external outreach initiatives.
- Understanding of the attributes of high quality service projects.
- Understanding of and willingness to abide by all NCCC policies and procedures.
- Understanding of privacy principles and willingness to observe member confidentiality.
- Good driving record with a valid driver's license. Driver safety training will be provided.
- Flexibility and ability to adapt to communal living, long work hours, a highly structured program, and limited free time.

## **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 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.*

## I. CONTACT INFORMATION

**PERMANENT ADDRESS**

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**CURRENT ADDRESS (if different from permanent):**

Street Address: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

## II. EDUCATION

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

- Some high school                       Associate's degree                       Bachelor's degree  
 High school diploma or GED                       Some college                       Graduate degree  
 Technical school/apprenticeship                       Other (please specify): \_\_\_\_\_

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 summarizes your educational and national and community service background, it is not necessary to include this information on a separate attachment as requested in Parts II and IV.

### **IV. NATIONAL AND COMMUNITY SERVICE BACKGROUND**

Attach a list of 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 included as a part of your resume, it is not necessary to submit a separate attachment.

### **V. REFERENCES**

Distribute the attached reference forms to three people who are familiar with your skills, interests, and are able to describe how you and NCCC will benefit from your participation in the Team Leader program. 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 who can attest to your character. Each reference must return the completed form to you in a sealed envelope. All sealed references must be enclosed with your application.

### **VI. PERSONAL STATEMENTS**

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

- Describe your leadership, supervision, or teaching experiences; the challenges you experienced and what you learned from these experiences.
- Explain how your participation as a Team Leader will strengthen the 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?  Yes  No  
*If yes, for what have you been convicted, when and where?*

Do you have any pending charges or are you under any type of criminal investigation?  Yes  No  
*If yes, please explain:*

Are you now on probation or parole?  Yes  No  
*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.*

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 the NCCC in determining the applicant's enrollment in the 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

What is your ethnicity?  Hispanic or Latino  Not Hispanic or Latino

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 Islands.
- 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 individual providing 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 10 to 12 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 Individual Providing the 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. delegate, 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 viewpoints 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: \_\_\_\_\_

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## 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: \_\_\_\_\_

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## 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 reservation, 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 \_\_\_\_\_

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

Applicant's Name \_\_\_\_\_

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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?

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 Other (specify): \_\_\_\_\_

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\_\_\_\_\_

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## ADDITIONAL COMMENTS \_\_\_\_\_

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City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

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Your Signature \_\_\_\_\_ Date \_\_\_\_\_

Please inform your campus(es) where you applied immediately if your contact information such as mailing address, phone number, or e-mail address changes.

Corporation for National and Community Service  
AmeriCorps NCCC  
1201 New York Avenue, NW  
Washington, D.C. 20525  
1-800-942-2677  
202 606-3472 - TTY  
[www.americorps.gov/nccc](http://www.americorps.gov/nccc)