



DELTACORPS

A Program of AmeriCorps
and the Delta Regional Authority

DeltaCorps Member Position Description **Playbuild NOLA**

DeltaCorps Member Service Position Title: Partnerships Coordinator

Service Location: PlayBuild NOLA, 2828 Thalia Street, New Orleans, LA 70113

Site Supervisor/Title: Angela Kyle, Executive Director

Service Position Summary: Partnerships with a wide variety of community, municipal, professional, and academic organizations have been an integral part of PlayBuild's success over the past 4 years. The Partnerships Coordinator will be responsible for managing our ongoing relationships with these organizations, serving as a first point of contact for communication and coordination for ongoing initiatives, and events designed to extend PlayBuild's reach and further our ability to engage with youth in the community.

The Partnerships Coordinator will work closely with the Events and Volunteer Coordinators will be responsible for managing and growing PlayBuild's existing partner relationships and forging new relationships over the one-year duration of the position through improved outreach as well as more systematic communication and proactive engagement.

Essential Functions of Position:

The Partnerships Coordinator will be responsible for the following activities:

- Managing and expanding our community and academic relationships with the goal of increasing the number of enrolled students that we serve over the school year and during academic breaks in our neighborhood and school programs.
- Serving as the direct liaison for two of our main partners; FirstLine Schools and the Guste Housing Resident Management Association for scheduling, recruiting program participants, logistical support and troubleshooting.
- Coordinating and managing our PL@YMLK initiative, to bring pop-up play to the MLK Corridor with a goal of establishing a "Play Streets" initiative in 2018 – the City's Tricentennial year. The Partnerships Coordinator will be the nexus point of engaging our existing partners (the Taylor Center for Design Thinking and Social Innovation at Tulane, Tulane Center for Public Service, Arts Council of New Orleans, Guste, Ashe Cultural Arts Center, Oretha Castle Haley Business District and Small City Center) to define and implement this project.
- Expanding the depth and breadth of our collaborations with community organizations through ongoing dialogue and goal-setting
- Developing a tiered strategic partnership plan identifying the desired role each organization could play in collaboration with PlayBuild
- Representing the organization at a number of different community workgroups (such as the Central City Renaissance Alliance as well as professional groups (like the New Orleans Afterschool Partnerships) to be PlayBuild's eyes and ears in the community.
- Supporting the development of joint programming with other organizations working with the same target population and in the same areas interest
- Laying groundwork for PlayBuild's pathways partnerships for youth 12+ through identifying complementary youth organizations (YEP, YAYA and others who work with teens) that will continue to develop and nurture their interests in design and related disciplines.

Members will not participate in any activities prohibited by 45 CFR §2520.65. Members will not engage in fundraising. Members will have regular contact with minor children and will receive the three part NSCHC: NSOPR, FBI, and required state components.

Knowledge, Skills, and Abilities Required:

(a) Eligibility. An AmeriCorps participant must -

(1)

(i) Be at least 17 years of age at the commencement of service; or

(ii) Be an out-of-school youth 16 years of age at the commencement of service participating in a program described in [§ 2522.110\(b\)\(3\)](#) or (g);

(2)

(i) Have a high school diploma or its equivalent; or

(ii) Not have dropped out of elementary or secondary school to enroll as an AmeriCorps participant and must agree to obtain a high school diploma or its equivalent prior to using the [education award](#); or

(iii) Obtain a waiver from the Corporation of the requirements in paragraphs (a)(2)(i) and (a)(2)(ii) of this section based on an independent evaluation secured by the program demonstrating that the individual is not capable of obtaining a high school diploma or its equivalent; or

(iv) Be enrolled in an [institution of higher education](#) on an ability to benefit basis and be considered eligible for funds under section 484 of the Higher Education Act of 1965 ([20 U.S.C. 1091](#));

(3) Be a citizen, national, or lawful permanent resident alien of the United States;

(4) Satisfy the National Service Criminal History Check eligibility criteria pursuant to [45 CFR 2540.202](#).

(b) Written declaration regarding high school diploma sufficient for enrollment. For purposes of enrollment, if an individual provides a written declaration under penalty of law that he or she meets the requirements in [paragraph \(a\)](#) of this section relating to high school education, a program need not obtain additional documentation of that fact.

(c) Primary documentation of status as a U.S. citizen or national. The following are acceptable forms of certifying status as a U.S. citizen or national:

(1) A birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands;

(2) A United States passport;

(3) A report of birth abroad of a U.S. Citizen (FS-240) issued by the State Department;

(4) A certificate of birth-foreign service (FS 545) issued by the State Department;

(5) A certification of report of birth (DS-1350) issued by the State Department;

(6) A certificate of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service; or

(7) A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service.

(d) Primary documentation of status as a lawful permanent resident alien of the United States. The following are acceptable forms of certifying status as a lawful permanent resident alien of the United States:

(1) Permanent Resident Card, INS Form I-551;

(2) Alien Registration Receipt Card, INS Form I-551;

(3) A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or

(4) A Departure Record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.

(e) Secondary documentation of citizenship or immigration status. If primary documentation is not available, the program must obtain written approval from the Corporation that other documentation is sufficient to demonstrate the individual's status as a U.S. citizen, U.S. national, or lawful permanent resident alien.

[See [64 FR 37413](#), July 12, 1999, as amended at [67 FR 45360](#), July 9, 2002; [77 FR 60931](#), Oct. 5, 2012]

Additionally, the member agrees to provide information to establish eligibility and to complete a National Criminal History Check as outlined in 45 CFR §2522.202.

Academic and Experience Qualifications: Preferred applicants will have a college degree and some demonstrated related experience in a role involving establishing and managing partner relationships with organizations (for example a student club in a university setting, or a fraternity or sorority). Prospective candidates for this role will evidence a natural ability to build and sustain relationships and to juggle many tasks simultaneously.

Commitment Required: The term of service for the Partnerships Coordinator will commence on September 11th and run through August 31st, 2018. The Partnerships Coordinator will serve 40 hours per week as a Full Time member of the PlayBuild team.

Member Evaluation: DeltaCorps members will have group supervision on a weekly basis as well as one on one meetings with the Executive Director. The Executive Director will develop annual goals in consultation with each Member, which are specific to their responsibilities within PlayBuild. The Executive Director will also provide on-going weekly feedback as to their performance and

assist in responding to barriers which may be impeding their performance. DeltaCorps members will provide weekly time sheets and quarterly progress reports.

Tangible performance goals will include but not be limited to:

Growing existing neighborhood and school cornerstone partnerships with a goal of doubling the number of youth that we serve through our neighborhood and schools programs

Implementing system for advance planning and regular communication and engagement with partners including monthly attendance at regularly scheduled community events and meetings, implementation of a quarterly partner newsletter

Improving the quality of PlayBuild partnerships by establishing a benchmarking system at the onset of the engagement and an evaluation system to measure results

Establishing PL@Y MLK as a "play streets" initiative during the City's Tricentennial year

Training: Required training will take place at PlayBuild's 2828 Thalia Street location as well as other community locations. Training hours meet requirements of 45 CFR §2520.50.

AmeriCorps Program Benefits:

DeltaCorps service members receive a \$12,630 living allowance for their 1 year, 1700 hour term of service, to be paid in bi-weekly installments. Upon completion of the service term, the service member will receive an educational award of \$5,815. The service member will also receive the following benefits: health insurance, workers compensation, student loan deferment, SNAP and childcare assistance if eligible, , three weeks of vacation contingent on PlayBuild's activity calendar, and all federal holidays.

Member's Name (please print): _____

Member's Signature: _____ **Date:** _____

Supervisor's Name (please print): _____

Supervisor's Signature: _____ **Date:** _____