



DELTACORPS

A Program of AmeriCorps
and the Delta Regional Authority

DeltaCorps Member Position Description **PlayBuild NOLA**

DeltaCorps Member Service Position Title: Events Coordinator

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

Site Supervisor/Title: Angela Kyle, Executive Director

Service Position Summary: Hosting events in partnership with a wide variety of community organizations has been a major driver of visibility, awareness and engagement for PlayBuild over the past 4 years. The Events Coordinator will be responsible for managing PlayBuild's event strategy, overseeing our existing program of events and our ongoing relationships with Event organizers, serving as a first point of contact for communication and coordination, managing logistics, identifying volunteer needs and overseeing event execution.

The Events Coordinator will work closely with the Partnerships and Volunteer Coordinators to improve PlayBuild's event program through more efficient planning and closer coordination and communication with event organizers and active and early engagement of volunteers to support our events program throughout the year.

Essential Functions of Position:

The Events Coordinator will be responsible for the following activities:

- 1) Creating a master event schedule for PlayBuild
- 2) Identifying staffing needs for each event
- 3) Coordinating with the Volunteer Coordinator for volunteer scheduling as needed)
- 4) Representing PlayBuild at community events
- 5) Reviewing and modifying public information material made available at community events
- 6) Refining, editing and updating the current Mailchimp mailing list for ongoing event promotion
- 7) Updating and managing on an ongoing basis, the database of a community contacts identified through event sign-up sheets
- 9) Developing PlayBuild's event "PlayBook" - an implementation manual and guidelines for event staff and volunteers

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 event organization and implementation (for example student-led and organized events or through 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 Events Coordinator will commence on September 11th and run through August 31st, 2018. The Events 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:

Doubling the number of young people and their families that engage with PlayBuild through community events and festivals annually through better event partner coordination, advance marketing, and on-site execution

Insuring PlayBuild presence at all Central City community events.

Establishing PL@Y MLK as a “play streets” initiative during the City’s Tricentennial year

Increasing conversion of event participants to participation in PlayBuild’s neighborhood and school programs.

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:** _____