



YouthBuild Philadelphia Charter School  
1231 N. Broad St., 3<sup>rd</sup> Floor  
Philadelphia PA 19122  
(P) 215-627-8671  
(F) 215-763-5774

## Job Title: AmeriCorps Compliance Support

Full-Time/Part-Time Seasonal Full-Time

Reports To: AmeriCorps Grant Coordinator

Supervisory Responsibilities: No

### **YouthBuild Philadelphia Charter School**

Location: [Philadelphia, Pennsylvania](#)

### **Mission**

YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, support, and respect for their whole person. Students graduate high school and successfully transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

### **Vision**

YouthBuild Philadelphia Charter School provides an outstanding alternative education that activates the capacity of all students to learn, achieve and grow. YBPCS will be recognized as a model of authentic experiential learning, not only among programs serving out-of-school youth, but also among all high-achieving schools and youth programs in the country.

High expectations, a nurturing climate, personalized culture and rigorous real world learning experiences ensures that graduates are poised for life-long learning and career advancement. It is our vision that YouthBuild graduates will emerge as highly accomplished, self-sufficient,

self aware and socially conscious citizens. Graduates will be energized about their futures and build support networks for their personal, social and emotional health and well-being.

YouthBuild Philadelphia Charter School will maximize its capacity to engage each student's passion, tap into his or her individual potential and provide him or her with real opportunities for personal and professional transformation.

## Values

YBPCS' values are deeply held and come from a love of humanity and a perspective that views each student as a community asset. The programs three core values - **respect, excellence and perseverance** – are reinforced through all aspects of the program.

## Impact Statement

Young people in Philadelphia who are disconnected will build skills and access resources and opportunities to achieve *economic stability and personal development*, and become *critically conscious* leaders within their communities.

**Job Summary:** The candidate will support the grants department in conducting background checks as required by CNCS. The individual will be responsible for messaging staff and students and will work with the grants department on enrollments. When necessary, the individual will support students in attaining the required documentation and create student IDs. In addition to supporting the new background check process, the individual will provide general support to the grants department as needed.

## Responsibilities and Duties:

- Coordinate and conduct criminal background checks for students and staff;
- Assist students with obtaining the identification required for background checks;
- Assist Grant Coordinator with completion of online background check information, as needed
- Support the student enrollment process;
- Create YouthBuild student ID's;
- Complete filing, as needed
- Other duties as assigned by the AmeriCorps Coordinator and Chief Development Officer

## Qualifications:

- Education: Bachelor's Degree
- Motivated self-starters
- Proven ability to work independently and meet deadlines

*Last Modified: 4/15/2019*

*An Equal Opportunity Employer*

[www.youthbuildphilly.org](http://www.youthbuildphilly.org)

- Ability to be flexible
- Work well with a team
- High level of attention to detail and strong written and oral communication skills

## **Common Competencies**

- Mission driven to work with YB's student body
- Intermediate to advanced Microsoft Office skills
- Intermediate to advanced Google Suite skills
- Commitment to social justice
- Demonstrated values that align to restorative practices
- Willingness to prioritize data collection, analysis, and sharing
- Willingness to reflect on impact data and incorporate that information into routine decision-making

## **Clearance Requirements**

- FBI - Criminal History Report
- PATCH - Pennsylvania Police Department - Criminal Background Check (and/or applicable based on State of residency)
- PA Child Abuse History Clearance
- TB Test Results
- Act 24 - Arrest Conviction Form
- NSOPW - National Sex Offender Clearance

How to apply: please send your letter of interest and resume to Tanza Pugliese, AmeriCorps Grant Coordinator at [tpugliese@youthbuildphilly.org](mailto:tpugliese@youthbuildphilly.org) with the words "AmeriCorps Compliance Support" in the subject line. No phone calls, please.

*This job description in no way states or implies that these are the only duties to be performed by this employee.*

*All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.*