



Vacancy Information

Announcement Number: CNS-15-027

Position Title: Unit Leader, NY-03

Open Period: March 20, 2015 to April 3, 2015

Pay Plan, Series, and Band: NY-0301-03

Annual Salary: \$63,724 to \$66,306 Per Annum

Office and Duty Location: AmeriCorps National Civilian Community Corps
Baltimore, MD

Announcement is Open to: Current Corporation Employees on Permanent
(General) Appointments Only

Relocation: Relocation expenses will not be paid.

Position Information: Term Appointment Not to Exceed 2 years

Note: No impact on benefits when moving from a General Appointment to a Term Appointment

Duties and Responsibilities:

The Unit Leader is responsible for the day-to-day leadership of assigned Team Leaders (who in turn manage a group of Corps Members) to facilitate the successful completion of multiple service projects. Primary duties and responsibilities include:

- Provides leadership to 7 to 10 Team Leaders in the implementation of service projects that are accomplished by approximately 10 Corps Members per team. With a focus on Corps Member development and service learning, logistics, and safety, the Unit Leader will plan, coordinate, monitor, and evaluate the accomplishment of personal and project goals.
- Executes development strategies that will increase retention and result in a continuous learning and developmental experience for Corps Members.
- Guides, advises and evaluates Team Leaders on project execution and Corps Member development and management.

- Meets with the Deputy Director for Unit Leadership to inform and advise on the status of assigned projects to include team status, Unit and Corps Member issues.
- Works with project sponsors to oversee the quality of the team's work and the achievement of project objectives. Resolves project execution issues that impact project completion and/or team performance.
- Conducts site visits to on-going projects to assess project progress, as well as Corps Member development progress, and to provide assistance.
- Reviews Team Leader reports, project portfolios, and individual team biographical marketing brochures.
- Takes appropriate action in adverse situations involving injury, health or safety of Corps Members and Team Leaders.
- Manages all disciplinary issues that arise on assigned teams.
- Collaborates training for Corps Members that address team building, interpersonal communication, project and personal safety, conflict management, van driver safety, and group dynamics.
- Oversees the development and implementation of individual team physical activities program. Physical activities are identified based on the needs and abilities of each team.
- Oversees and approves direct and independent service hours performed by members. Independent service hours are 80 hours of volunteer service that each Corps Members solicits and completes during their free time.
- Ensures Team Leader and Corps Member compliance with applicable Corporation policies and procedures and standards of conduct.
- Develops or revises policies and procedures, as necessary.

QUALIFICATION REQUIREMENTS:

Applicants must have one year of specialized experience (paid, unpaid, or volunteer work) comparable in scope and responsibility to at least the upper range of the NY-02 pay band, which would be at or equivalent to, the GS-09 level in the Federal Service. Specialized experience is that which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled. Specialized experience must include all of the following: 1) Experience leading or supervising groups of people; 2) Experience working on structured projects that include time or production schedules and milestones; and 3) Work experience developing or revising policies or procedures and report writing.

Such experience must be clearly documented in the applicant's resume.

Education If you are qualifying based on education **alone**, you must have a Ph.D. or equivalent doctoral degree or 3 full years of progressively higher level graduate education or LL.M., if related leading to such a degree. Such education must demonstrate the knowledge, skills, and abilities necessary to perform the work. You must submit an **unofficial copy** of your college transcript. You must submit evidence that any education completed in a foreign institution is equivalent to U.S. educational standards and that you have the required knowledge, skills, and abilities for this position. Failure to provide this material or evidence will result in your receiving **no** further consideration. Documentation required to validate qualifications **must be** received by the closing date of this announcement.

JOB SPECIFIC NARRATIVES

(Please limit your responses to 500 words or less per narrative)

1. Please describe your experience coaching and mentoring young adults.
2. Please describe your experience monitoring the progress and facilitating the successful completion of projects with specific timelines and results.
3. Please describe your experience tracking budgets.

BASIS OF RATING

Your rating will be evaluated based on your resume and responses to the Job Specific Narrative identified above. We will place you in one of three categories described below:

1 - Qualified Category = Meets the minimum qualifications as described in the Minimum Qualification Requirements section of this announcement.

2 - Well Qualified Category = Meets the Minimum Qualification Requirements and demonstrates proficiency in specific job specific narrative based upon a panel review by subject-matter experts.

3 - Best Qualified Category = Meets the Minimum Qualification requirements and excels on specific job specific narrative based upon a panel review by subject-matter experts.

HOW TO APPLY

Completed applications **must be received** by 11:59 p.m., on Friday, April 3, 2015. Applications and all supporting documents should be sent to: Corporation for National Community Service, Office of Human Capital, 1201 New York Avenue, NW, Attn: Charlene Alexander, Room 10711B, Washington, DC 20525 or email to: calexander.guest@cns.gov. For additional information regarding this position, please call Charlene on 703-931-4309.

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your ranking, if appropriate. Incomplete applications will not be considered. The most highly qualified candidates will be referred to the selecting official for further consideration and possible interview. You will be notified of the final outcome.

AFFIRMATIVE RECRUITMENT

The Corporation for National and Community Service conducts its recruitment program to identify highly qualified individuals from all segments of society. Minorities, women, veterans, and persons with disabilities are encouraged to apply. Selection decisions are made without regard to race, color, creed, national origin, sex, age, religion, sexual orientation, disability, or marital status.

REASONABLE ACCOMMODATION

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Office of Human Capital. The decision on granting reasonable accommodation will be made on a case-by-case basis.

PRIVACY ACT STATEMENT

As part of your application package, the Corporation for National and Community Service (Corporation) is requesting information that is subject to the Privacy Act of 1974 (P.L. 93-579; 5 USC 552a).

We evaluate applicants for Federal jobs under the authority of Title 5 of the United States Code. We need the requested information to determine the extent to which your education and work skills qualify you for a Federal job. We also require information on other related matters such as citizenship and military service in order to determine your eligibility to work for the Federal government.

Pursuant to Public Law 104-134, we are requesting your Social Security Number (SSN) to properly identify your records, as other individuals may have the same name and birth date. The Corporation may also use your SSN to make requests for information about you from current or former employers, schools, banks, and others who know you. We may also confirm information from your records with prospective employers concerning tenure of employment, civil service status, length of service, and date and nature of action for separation, as shown on personnel action forms. Providing us with your SSN or any of the other requested information is voluntary. However, without this information, we cannot process your employment application, which is essential for you to be considered for employment with the Corporation.