



JUBILEE YEAR

changemakers • since • 1991

Prospective Service Site Information

Our Mission

Jubilee Year (JYLA) provides a personally and professionally transformative service year to young adults ages 21 to 29, preparing future changemakers for lives of civic engagement and spiritual discernment. Serving the Greater Los Angeles area since 1991, JYLA has touched over 10,000 lives through partnerships with over 50 community-minded organizations as well as through interfaith spiritual outreach, activism, and practice. Through our continued dedication to community and service, we raise up a new generation of changemakers for the world - individuals who will spend their whole lives in pursuit of peace and justice for all people.

Our Corps

Corps members are diverse and accomplished college graduates between the ages of 21 and 29. Our worksites routinely praise our corps members as articulate, creative, dependable hard workers. In addition, we strive to assure each corps represents a variety of ethnic and socioeconomic backgrounds. Some Jubilee corps members are bilingual. With over 200 alumni, JYLA and its service sites has launched the academic and professional careers of social workers, activists, community developers, clergy people, psychologists, lawyers, educators, doctors and more. In line with Year of Service Networks across the United States (Episcopal Service Corps and Catholic Volunteer Network), Jubilee Consortium corps members receive monthly benefits and stipends, serving one year at premiere nonprofits throughout Los Angeles County. This is combined with participation in a rigorous and rewarding leadership development program that emphasizes intentional living, service to the community, professional/personal life balance, social justice, and spiritual formation for those who choose to participate in the JYLA cohort. Our goal is to create lifelong community leaders and citizens committed to serving the needs of others. The term of service is 11.5 months, beginning with Jubilee Consortium orientation in early August and coming to completion at the end of the following July. Volunteer corps members are expected to live in the housing provided by Jubilee Consortium, actively engage in the development of a strong household community, participate in the partnering community base church, and meet the expectations of the nonprofit organization to which they are assigned to serve.



Our Partnership Goals

Through our partnership with greater Los Angeles area community development organizations, we hope to:

- Connect young adults with organizations who are leaders in creating positive social impact
- Prepare young adults for careers focused on community development and social change
- Provide our partner organizations with opportunities to increase organizational capacity with diverse, compassionate, motivated team members.

Scheduling / Service Hours / Vacation

Jubilee Year volunteer fellows serve a 40-hour work week for eleven and one half months and should be treated as regular fully participatory staff members. (The national standard for year of service programs, with which we are aligned, requires the completion of a minimum of 1700 hours of service per volunteer per year). Worksites should recognize that corps members have additional program time commitments outside of the service site such as: weekly common meals, weekly formation and leadership development activities, weekly household obligations, and monthly program-wide meetings which usually take place in the evenings and on Sundays. In general, volunteer corps members are available during the day, Mondays through Fridays. We recognize that evening and Saturday hours may be necessary from time to time in some service positions, but we ask that service worksites consult with corps members and Jubilee staff, on corps member availability for occasional evening and Saturday events. Corps members have three retreats throughout the year (typically September/October, February/March, and July). Each retreat requires that the corps members miss 3 days of service work (usually Wednesday, Thursday and Friday). These retreats are mandatory components of the program. Each service worksite will be given a one-month advance notice of retreat dates in order to plan for the corps member's absence. In addition, sick days comparable to site employees and 10 days of vacation are an expected part of the contracted agreement.



Site Assignment Process

Jubilee Consortium works hard to select only highly motivated, committed, intelligent, compassionate volunteer corps members to fill the position requests of our partner sites. That said, it is of great importance to Jubilee Consortium that all sites clearly understand that JYLA is not a skilled labor force. Although the volunteer corps members often have the adequate professional experience and skills for service worksite positions, it is highly likely that this will be their first experience fulfilling the roles and responsibilities of the positions or the first opportunity to put academic theory into praxis. Service worksites will need to provide supervision and training for each volunteer corps member. In return, Jubilee volunteer corps members are committed to becoming highly proficient in their roles and serve as effective, dependable team members for our partnering agencies. The placement process is a collaborative effort between Jubilee Consortium staff, partner organization site leaders/site supervisors, and the volunteer corps members. At the outset of the matching process, the volunteer corps members are given the position descriptions developed by each of our (approx.) 15 service worksites. Volunteer corps members indicate which positions, based on their academic studies, prior life and work experience, background and interests appear to be a good match. The service sites hold phone interviews with all volunteer corps members and indicate to the Jubilee staff which corps members they feel are the best match for their organization. The Jubilee staff makes every effort to take into consideration the particular complexities of each partnering organization. The qualifications of the volunteer corps members generally fill most, but not all, of the particular needs of the sites. The Jubilee staff makes the final assignments of where each volunteer corps member will live and serve.



Our Impact

30+

Years Serving L.A.

250+

Program Alum

50+

Organizations Served

1,000s

Lives Touched

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Volunteer corps members are, technically speaking, paid volunteers and not employees of the service worksites. They should, however, be considered “full fledged” staff members and be treated and held accountable, accordingly. Site leaders need to assure clear position responsibilities and expectations from the outset of the year of service. At minimum, this includes a position description and regular supervision (explanation of tasks, training, observation, constructive feedback regarding areas of needed growth and celebration). Our experience has shown that the greater clarity a site has about the roles and responsibilities of the volunteer corps member, the greater the success that corps member achieves in filling the position. Volunteer corps members often struggle when the site has a lack of clarity in regard to what the volunteer’s role is, who they report to, what their project goals and/or daily tasks are. Although being a self starter is a valued and valuable skill, it can create challenges when corps members take initiative that does not match the expectations or the culture of the service site due to lack of direction. The site staff and the volunteer corps member(s) need a clear understanding of the position responsibilities and expectations. A mid-year and end-of-year performance review of each corps member with their site-supervisor is required. Jubilee Consortium makes every effort to partner with sites that offer direct services to community members/clients (as opposed to clerical positions). Ideally, no more than 20% of a volunteer corps member’s work load is to be tasks such as filing, data entry, or other “paperwork” tasks.

Longevity As a Partnership Goal

In establishing a partnership with your organization, Jubilee Consortium seeks to provide you with an opportunity to increase organizational capacity for many years to come. We have seen over time that the Jubilee volunteer corps members are such an asset to the organizations in which they serve that, at the end of the year of service, the organizations desire to retain the corps member as a member their staff. It is wonderful when this happens, as we have reached our goal of Service of Excellence! We ask that in this situation, the corps member position remain a corps member position (i.e. the desired corps member must interview for a different position within the partner organization).



Site Expenses

Each service worksite pays a non-refundable \$500 commitment and set-up fee per volunteer corps member position that the organization is applying for (\$5,000 if your position requires the corps member to have a car). This funding pays for hundreds of “behind the scenes” hours of staff work at Jubilee Consortium that begins in November of the year prior to the year of service. The expenses include: advertising and recruitment costs, application screening and interviewing of 100+ candidates, reference and background checks, set up of housing sites, set up of health/dental/vision benefits (provided by Jubilee Consortium), worksite recruitment and contracting, site visits, coordination of the corps member/worksite interviewing process, volunteer corps member orientation, etc.

Each service worksite makes a **\$22,000 annual financial commitment for the 1700 hours of service provided.** (If the responsibilities of the service position require that the corps member have a car, the cost of the annual financial commitment is \$27,000.) The commitment may be paid in full at the onset of the year or in monthly payments (see schedule below) to Jubilee Consortium. This funding is used to cover the volunteer corps member’s room and board; health, dental, and vision insurance; transportation and living allowance (a monthly stipend, monthly community fund, and annual Metro Public Transportation TAP pass), background checking, retreats, leadership development training, staff support and all other program expenses. The worksite is not responsible for most “human resources” expenses involving the corps member. If any additional human resource related items are need prior to corps service, please make JYLA aware. (If Live Scan is needed, that expense and process is the responsibility of the service worksite).The amount of the annual site financial commitment is subject to an annual review and possible cost of living increase from one year to the next.

Contacts and Supervision

Each service worksite assigns a Site Supervisor as the primary point of contact for the volunteer corps member and Jubilee Consortium program staff. The Site Supervisor is responsible for assuring the volunteer corps member understands their position description and is trained as needed for the roles and responsibilities that the corps member will be fulfilling. The Site Supervisor is the person who confirms the corps member’s bi-monthly time sheets, oversees that the corps member’s daily tasks and responsibilities are being accomplished in support of the organization’s mission/vision, and completes the mid-year and end-of-year performance reviews. The JYLA Director serves as the primary point of contact for Jubilee Consortium. The associate director makes contact with the sites periodically to assure that all corps members are successfully participating at the service worksites and to communicate any feedback, celebrations, or concerns to the Jubilee Consortium staff and board. The program staff works with the sites and volunteer corps members to resolve any work related issues. The associate director also makes at least two site visits during the service year.

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