



**JUBILEE YEAR - Episcopal Urban Intern Program**  
*Prospective Service Site Information*  
2019-2020

**Program Description**

The Jubilee Consortium Urban Intern Program (JUIP/EUIP) is a social justice focused service-learning program for young adults. JUIP/EUIP aims 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.

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 EUIP 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.

**Corps Member Profile**

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, EUIP 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.

**Scheduling / Service Hours / Vacation**

Jubilee Consortium urban volunteers 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 JUIP/EUIP 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.

### **Supervision and Evaluation**



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 of \$400 and an 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 JUIP/EUIP 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.

2019-2020 JUBILEE CONSORTIUM (JUIP/EUIP) WORK SITE PAYMENT SCHEDULE			
Billing date	Payment Due Date	Dates of Service	Payment amount
February 15th	March 1 <sup>st</sup> <i>Commitment and Set-Up fee due with application</i>	December – August (set-up work done by Jubilee EUIP Staff)	\$500 (\$5,000 if position requires a car)
Billing dates	Payment Due Date	Dates of Service	Payment amount
July 15th	August 1 <sup>st</sup>	(August 12 <sup>th</sup> -31 <sup>st</sup> ) (EUIP Orientation Aug 5 <sup>th</sup> -11 <sup>th</sup> )	\$1,833.33
August 15th	September 1 <sup>st</sup>	(September 1-30 <sup>th</sup> )	\$1,833.33
September 15th	October 1 <sup>st</sup>	( October 1-31 <sup>st</sup> )	\$1,833.33
October 15th	November 1 <sup>st</sup>	(November 1-30 <sup>th</sup> )	\$1,833.33
November 15th	December 1 <sup>st</sup>	(December 1-31 <sup>st</sup> )	\$1,833.33
December 15th	January 1 <sup>st</sup>	(January 1-31 <sup>st</sup> )	\$1,833.33
January 15th	February 1 <sup>st</sup>	( February 1-29 <sup>th</sup> )	\$1,833.33
February 15th	March 1 <sup>st</sup>	(March 1-31 <sup>st</sup> )	\$1,833.33
March 15th	April 1 <sup>st</sup>	(April 1-30 <sup>th</sup> )	\$1,833.33
April 15th	May 1 <sup>st</sup>	(May 1-31 <sup>st</sup> )	\$1,833.33
May 15th	June 1 <sup>st</sup>	(June 1-30 <sup>th</sup> )	\$1,833.33
June 15th	July 1 <sup>st</sup>	(July 1 <sup>st</sup> -22 <sup>nd</sup> )	\$1,833.33

### 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 JUIP/EUIP associate 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.

**Program Dates**

Wednesday, July 24th, 2019	<b>2018-2019</b> volunteer corps members’ last day at service worksites (outgoing corps)
Monday, August 5th, 2019 through Sunday, August 11th, 2019	<b>2019-2020</b> volunteer corps members participate in JUIP/EUIP orientation (INCOMING)
<b>Monday, August 12<sup>th</sup>, 2019</b>	<b>**2019-2020 Jubilee volunteer corps members begin work at service worksites</b>
October 2019 March 2020 July 2020	Approximate dates of retreats (Actual dates will be given at least one month in advance. Each retreat will be 3 days away from worksite)
Wednesday, July 22nd, 2020	2019-2020 volunteer corps members’ last day at service worksites

You will find additional information about Jubilee Consortium and the Episcopal Urban Intern Program at:

- [www.jubileeconsortium.org/serviceprograms](http://www.jubileeconsortium.org/serviceprograms)
- [www.facebook.com/JubileeConsortium](https://www.facebook.com/JubileeConsortium)
- [www.episcopalservicecorps.org/programs/episcopal-urban-intern-program/](http://www.episcopalservicecorps.org/programs/episcopal-urban-intern-program/)
- [www.youtube.com/watch?v=Zcc4pBnGgHk&feature=youtu.be](https://www.youtube.com/watch?v=Zcc4pBnGgHk&feature=youtu.be)
- [www.youtube.com/user/EUIPblog](https://www.youtube.com/user/EUIPblog)
- <http://www.youtube.com/watch?feature=endscreen&v=5roiVlcWCQU&NR=1>
- [http://www.youtube.com/watch?v=XW801Y\\_pogA](http://www.youtube.com/watch?v=XW801Y_pogA)
- [www.episcopalservicecorps.org](http://www.episcopalservicecorps.org)

We look forward to developing and/or continuing a partnership with your organization!

Mavis Bortey-fio  
 Program Director  
 203.612.0081  
[mavis@jubileeconsortium.org](mailto:mavis@jubileeconsortium.org)