Host Site Application

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Please email, fax, mail, or hand deliver a completed & signed application along with the following are the components of this application. You may use this as a checklist.

☐ Host Site Application
☐ Certificate of Insurance
☐ Clearances (Criminal Background and Child Abuse)
☐ Description of the Service Opportunity for our youth

Email: Angelique@CoatesvilleYouthInitiative.org
Address: 545 East Lincoln Highway, Coatesville, PA 19320
Telephone: 610-380-0200 Ext. 204

The Coatesville Youth Initiative is an independent non-profit organization committed to training youth leaders, enhancing family relationships, building community collaboration, and encouraging prevention education.

www.CoatesvilleYouthInitiative.org
Dear Interested Host Site,

Thank you for your interest in serving as a Host Site for the Coatesville Youth Initiative’s ServiceCorps program, a Summer Service & Leadership Development Program!

The Coatesville Youth Initiative History and Mission Statement

The Coatesville Youth Initiative (CYI) started as a project of the Brandywine Health Foundation (hereafter BHF), in 2008. Community members requested that BHF step forward to play a neutral organizing role to address what many viewed as a deteriorating set of circumstances for young people ages 12-24 in Coatesville. With funding from a variety of public and private sources, we conducted a year-long planning process with the goal of launching a Youth Development Initiative for the Coatesville area in 2009.

In December 2012, the staff and boards of the BHF and CYI embarked on a 12-18 month transition process to develop the CYI into an independent nonprofit organization. As of January 2, 2014, the Coatesville Youth Initiative became an independent, nonprofit organization. Since 2009, CYI has built a track record of service to youth, parents, and the community with a model focused on collaboration, youth engagement, excellence, and innovation. And now in our 11th program year and 6th independent year, CYI hopes to continue the legacy of quality programming for the youth and families of Greater Coatesville Area.

The mission of the Coatesville Youth Initiative is to contribute to a vibrant future for Coatesville community by engaging youth in experiences that support their success in school and in life, and by uniting a wide range of partners to make the community better for everyone!

ServiceCorps Program Information

The CYI ServiceCorps is a program for youth between the ages of 14-18, which combines a summer-long (8-week) service placement with a challenging life and leadership skills development curriculum. Youth are placed in teams of two or more at Host Sites, where they participate in full-time, meaningful direct-service activities, which are to be specific and identifiable with measurable outcomes, address a community need and provide a direct benefit to the community and to Host Sites.

Youth serve four days a week, Monday through Thursday, for 8 weeks starting Monday, June 22, 2020 and concluding on Friday August 14, 2020. Service hours are generally 9am – 3pm.

Each Friday, youth take part in extensive life and leadership skill building seminars, in which local, expert practitioners and staff present workshops. In addition, they participate in team and community building activities, contribute to a team service project(s), and engage in service reflection activities, all designed to provide valuable skills and support their healthy and positive development.

Although ServiceCorps is a short-term program, our goal is to equip youth with transferable life and work-readiness, and leadership skills along with the knowledge to actively support their community.

Employers in the Greater Coatesville Area make this annual program possible by volunteering to serve as Host Sites, providing structured job opportunities and a supervisor to mentor youth during the summer, and in some cases subsidizing the cost of wages for ServiceCorps Youth.
Focus Areas and Development Goals

**The ServiceCorps program focuses on:**
- Youth Development
- Meaningful Service
- Civic Engagement
- Work Readiness

**Through ServiceCorps, You gain:**
- Work Experience
- Summer Income
- Opportunities to connect with and serve their community
- Life and Leadership skills

Important ServiceCorps Dates:

<table>
<thead>
<tr>
<th>Date and Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Host Site Applications Due</td>
<td>Friday, February 28th email, fax, mail or drop off 545 East Lincoln Highway, Coatesville</td>
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<tr>
<td>Host Site Supervisor Training</td>
<td>Tuesday, May 8th 9:30 am – 11:00 am 545 East Lincoln Highway, Coatesville</td>
</tr>
<tr>
<td>Supervisor/Youth Meet &amp; Greet</td>
<td>Tuesday, May 26th 4:00 pm – 5:30 pm 744 East Lincoln Highway, Coatesville</td>
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<tr>
<td>Program window</td>
<td>Monday, June 22nd – Friday, August 14th Varied locations</td>
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<tr>
<td>Service Project</td>
<td>Saturday, August 15th TBD</td>
</tr>
<tr>
<td>Program Recognition Ceremony</td>
<td>Tuesday, August 18th 6:00 pm – 8:30 pm 85 Country Club Drive, Downingtown</td>
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Expectations of Host Site and Host Site Supervisor

We believe one of the most important aspects of ServiceCorps is the experience our youth have at your worksite(s). As such, we expect employers to provide a safe, structured, and properly supervised worksite and to provide youth with meaningful tasks and responsibilities, guidance and mentorship throughout the duration of the program.

**Host Site Responsibilities**

1. The Host Site will develop and provide a clear job description, provide appropriate orientation and job-specific training, and identify a supervisor who will be able to devote sufficient time to mentor its ServiceCorps youth.

2. The Host Site will permit its ServiceCorps youth to not work on Fridays so that they may participate in the mandatory weekly ServiceCorps “Resource Day” leadership development training and team meetings. The Host Site will provide youth workers with an on-site orientation on their first day of work. You will be provided with a guide to assist you in administering this orientation session.

3. The Host Site will ensure that no regular full-time or part-time employees are displaced in any way by the employment of the ServiceCorps youth.

4. The Host Site will maintain adequate employee coverage under the Workplace Safety and Insurance Act or alternate workplace safety insurance coverage and list Coatesville Youth Initiative as additional insured.

5. The Host Site will maintain adequate third-party liability coverage.
6. Host Site must immediately report to the ServiceCorps Program Supervisor any change in site supervision.

**Site Supervisor Responsibilities**

1. All employees at the Host Site agency/organization who will be providing direct supervision for ServiceCorps youth will be required to obtain criminal background and child abuse clearances. *Clearances must be submitted with this application.*

2. The Host Site will agree, upon request from CYI ServiceCorps, to provide access to the premises where the job is located.

3. The Host Site will keep accurate attendance records for the youth and CYI, including days and hours worked.

4. The Host Site will provide patient, caring, and encouraging strengths-based support to ServiceCorps youth, on a daily basis, and especially when handling challenging situations and conflicts.

5. Site Supervisor(s) understands that this is a development experience for the youth, in which they must be well guided and supported in order to grow.

6. Site Supervisor(s) will ensure that the program rules are adhered to, and will notify the Program Supervisor in the event of major infractions.

7. Site Supervisor(s) will complete youth evaluations during week 4 and week 7 of the ServiceCorps program. A youth evaluation is to be completed for every student assigned to the worksite.

8. Site Supervisor(s) will set aside a minimum of one hour each week to meet with the youth for guidance, support, scheduling, and to review status of youth’s activities and set future goals.

9. Site Supervisor(s) will notify the Program Supervisor immediately of any significant or substantial problems with the youth service performance.

10. Site Supervisor(s) will notify the Program Supervisor of any location changes in advance, in order to revise bus routes.

11. Site Supervisor(s) will be responsible for signing timesheets and submitting them on time.

12. Site Supervisor(s) will be present at the following events:

   - **Supervisor Training:** Tuesday, May 8th 9:30 am – 11:00 am at the CYI Office  
     Address: 545 East Lincoln Highway, Coatesville, PA 19320

   - **Supervisor/Youth Meet & Greet:** Tuesday, May 26th, 4:00 pm – 5:30 pm at the Brandywine Center  
     Address: 744 East Lincoln Highway, Coatesville, PA 19320

   - **Program Recognition Ceremony:** Tuesday, August 18th, 6:00 pm– 8:30pm, Downingtown Country Club  
     Address: 85 Country Club Drive, Downingtown, PA 19335
Host Site Application

NOTICE: Information provided on this form will be used by the Coatesville Youth Initiative to administer the ServiceCorps Summer Service & Leadership Development Program. Information will be subject to the Freedom of Information and Protection of Privacy Act.

1. Site Name / Legal Company Name

2. Executive Director Phone Email

3. Site Supervisor (contact person)

4. Work Phone Cell Phone Email

5. Physical Address
   Street
   City State Zip

6. Business Mailing Address (if different from the physical address)
   Street
   City State Zip

7. What are your hours of operation? Will your hours change during the summer months? If so, what will they be?

8. Are there any days during the ServiceCorps program (June 22nd - August 14th) when your business/organization will be closed? (i.e. holidays, etc.)

9. Do you have Third Party Liability Insurance*? Yes ☐ No ☐

   *Please Note: Coatesville Youth Initiative must be added to your organization’s insurance as an additional insured entity.

10. How many youth would your organization consider hiring? 2 ☐ 4 ☐ 6 ☐

11. Will you be able to accommodate youth for the duration of the ServiceCorps program (June 22nd - August 14th) Yes ☐ No ☐

12. Will you provide lunch for your ServiceCorps youth, at your site?

13. What is the proposed position title for your youth employees?

14. Please provide a brief job description for your assigned youth (administrative, painting, research, cashier, camp counseling, etc.) PLEASE BE SPECIFIC
15. How will the position(s) benefit our ServiceCorps Youth?

16. How will having ServiceCorps Youth at your site benefit your organization?

17. How will having ServiceCorps Youth at your site benefit the Coatesville community?

18. What special skills/knowledge does the position require? Please explain.

19. Would the youth have to undergo any training events, orientation, complete certain forms or take any tests prior to beginning at your site on Monday, June 22nd? If yes, please list and include dates.

20. Do you plan on taking the youth off-site (trips, events, camps, alternate sites, etc.)? If yes, please explain (dates, times, locations).

21. Does this position have any age restrictions/limitations?

22. Does your site require any specific attire/dress code for work? i.e. shoes, long sleeves, business casual

23. What is your cell phone usage policy? Is it communicated verbally? Is it communicated in writing? What are the consequences for violating this policy?

Host Site Selection Process

*Host Site applications must be submitted with required clearances by February 28, 2020. CYI will review all applications and schedule site visits if applicable. Site visits will be scheduled for new sites and for new site supervisors.*

*Host Sites will be informed by March 26, 2020 if they have been selected as a ServiceCorps Host Site.*

By signing this application, you understand and agree to the expectations and protocols set forth in this Host Site Application Packet.

SITE DECLARATION:

I, ________________________________, warrant that all information described above is, to the best of my knowledge, correct and that by signing I acknowledge that I understand and agree to the ServiceCorps Program aspects listed above.

__________________________________________________________

Site Representative Signature                                           Date

__________________________________________________________

Executive Director Signature                                              Date