



# CIVIC NEWS



*“Everybody can be great, because everybody can serve” -Dr. Martin Luther King Jr.*

## Resume Statement: The Upper Edge!!

### Helpful Hints:

Locate a job description of interest to you then identify all required skills and qualities in the description to help develop a strong resume statement. A strategy to help develop your statement is to first create bullet points then develop those points into three to five strong sentences.

### The STAR Method

**Situation:** Identify the situation, problem or conflict you faced as a volunteer/work?

**Task:** What tasks did you identify in response to the situation?

**Action:** What action did you take, how did you solve the problem?

**Results:** Identify the outcome of your action, how did it benefit the entity (quantify if possible)



List skills and qualities you want to **Demonstrate** (from a job description that interests you)

\*Use above Star method descriptions to complete below

1. **Situation:** \_\_\_\_\_
2. **Task:** \_\_\_\_\_
3. **Action:** \_\_\_\_\_
4. **Results:** \_\_\_\_\_

### Final Resume Statement:

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### Examples:

**Skills and qualities you want to demonstrate:** Initiative, organization, analytical thinking skills, writing skills, problem solving skills...etc.

**Situation:** trainees learning slowly and could not navigate the company’s database system by the end of the training period. *Result: they were not ready to continue database training.*

**Task:** consider what could help trainees learn the system faster.

**Action:** Initiated, wrote edited the training manual for the company’s database system...etc

**Result:** Trainees were ready to use the database system two weeks earlier than expected; the manual was adopted company wide.



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## Member Spotlight:

### Neonne Ameer

#### 1. What convince you to apply for AmeriCorps Civic Corps?

I decided to apply to the AmeriCorps Civic Corps program because it gave me an opportunity to take a gap year away from my professional endeavors, but to also utilize the skills gained from my college coursework, as well as my teaching skills.

#### 2. What do you love about your host site?

I've actually known my host site since I started as a CUNY Service Corps member a few years ago, so I already had insight to the ins and outs of the organization. I do enjoy that I can implement my management and leadership skills while working here.



#### 3. Why did you pick the host site that you're in now?

I chose my host site because I wanted to continue the work I started here, but also to help with creating sustainable and lasting systems to help with the growth of the organization.

#### 4. What are you hoping to do after your Civic Corp service?

I'm hoping to continue my work into the Non-profit world, but to also learn the structures behind it in graduate/certificate programs.

#### 5. What is one advise you would give to future AmeriCorps Civic Corps member?

My advice is to make connections everywhere you go, and to also take advantage of all the free help that is being offered.

## Selfcare Tip: Love Thy Self

### Be Still

We live in such a rushed, over-stimulated, over-gadget-ized society. Find somewhere beautiful – a park, the woods, your kitchen – and just sit there. Be still, absorb the sound of the wind through the trees, the light and the shadows, the peace, and just appreciate the stillness. It's meditative and calming. Make time for stillness regularly.

### Take Actions That Scare You

Such a tough one. It's so easy to find a hundred excuses for why you're not ready to do something you've dreamed of, reach out to someone who could change your life, apply for that job you've always wanted... Remind yourself of how short life is. In the end, any discomfort or rejection won't really matter. The only way to achieve things you want is to take bold actions. If something scares you deeply, it means you want it deeply, so go for it.

### Know Your Strengths

Our weaknesses are always shouting out for our attention. Try to instead focus on your strengths. You have so many; focus on them and use them daily. List them out so you never forget what they are. Build your life around them and the more you live within your strengths, the less your weaknesses will matter.

### Daily Healthy Tips

1. Squeeze in a morning workout.
2. Plan a fun activity.
3. Hang out with a loved one.
4. Whip up a good meal.
5. Revisit a favorite thing from your childhood.

### Sources:

[https://www.huffingtonpost.com/entry/self-care-tips\\_us\\_5886322fe4b096b4a2333021](https://www.huffingtonpost.com/entry/self-care-tips_us_5886322fe4b096b4a2333021)

<http://strongsensitivesouls.com/25-self-care-tips-for-the-body-soul/>





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## Host Spotlight: The Brooklyn Public Library



The mission of the Brooklyn Public Library (BPL) is to ensure the preservation and transmission of society's knowledge, history and culture, and to provide the people of Brooklyn with free and open access to information for education, recreation and reference. BPL is a recognized leader in cultural offerings, literacy, out-of-school-time services, workforce development programs, and digital literacy. In a borough of wide economic disparity, where the costs of basic necessities often take priority

over spending on cultural enrichment opportunities, BPL provides a democratic space where patrons of all economic standings can avail themselves and their children of cultural and educational programs in a broad range of disciplines.

Educating the youth has been a clear objective of the BPL through some of its program. There is an upcoming opportunity where members can participate and be part of this process. Summer Jam is an annual event to promote the Summer Reading campaign. Kick-off celebrations will be held at each branch on Saturday, June 9<sup>th</sup>, with the exception of Borough Park, Midwood and Ryder Library, which will have their celebrations on Sunday, June 10<sup>th</sup>. Volunteer responsibilities and shifts are outlined below: Shifts range from 10 AM - 1 PM, 1 PM - 4 PM, and 10 AM - 4 PM.

Event Information Summer Reading Weekend. If anyone is interested please have them contact Noel Vitale directly @ [nvitale@bklynlibrary.org](mailto:nvitale@bklynlibrary.org) or 718.230.2132.



## Letters from NYC Civic Corps

"Throughout their 10 month commitment of service, NYC Civic Corps Members make a significant impact in the communities they serve. They show compassion, empathy, and respect for the individuals they work alongside, the populations they are serving, and to their fellow Civic Corps Members. They show commitment through their dedication of time and support of their host site's mission. Members consistently embody what it means to be constant learners by discovering more about their community and the role their host sites have on their community. They develop personally and professionally through monthly trainings, service projects, and taking on different projects aligning with their roles. Throughout their service, NYC Civic Corps Members successfully support volunteerism efforts at their host sites through recruitment, management, and engagement of volunteers. They complement the work of the staff at their Host Sites, demonstrating the true meaning of a team player. Lastly, NYC Civic Corps Members empower people in their community to become more engaged citizens through volunteering and continue to make a positive impact in New York City.



Thank you for your generous gift of time and dedication as a NYC Civic Corps Member! It takes someone special to commit to 10 months of service and do what NYC Civic Corps Members do!"



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## Upcoming DCAS Exams

Open Competitive Computer-based Tests Administered at the CTACs

Title of Exam	Exam No.	Application/ Scheduling Start Date	Testing Period
Correction Officer	<a href="#">8334</a>	4/26/2018	5/1/2018 - 5/31/2018
Environmental Police Officer	<a href="#">8320</a>	4/26/2018	5/1/2018 - 5/31/2018
School Safety Agent	<a href="#">8335</a>	4/26/2018	5/1/2018 - 5/31/2018
Sewage Treatment Worker	<a href="#">8327</a>	4/26/2018	5/1/2018 - 5/31/2018
Special Officer	<a href="#">8328</a>	4/26/2018	5/1/2018 - 5/31/2018
Traffic Enforcement Agent	<a href="#">8336</a>	4/26/2018	5/1/2018 - 5/31/2018

Title of Exam	Exam No.	Application Period
Marine Engineer (Prom)	<a href="#">8504</a>	7/5/2017-Until further notice
Marine Engineer (Prom) (Uniformed - Fire Dept.)	<a href="#">8505</a>	7/5/2017-Until further notice





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## Upcoming AmeriCorps Events

Title of Event	Dates and Time	Information
NYC Service Year Conference & Career Fair	6/15/2018 8:30AM– 5:30PM	To register for the upcoming Conference/ Career Fair please click on the following link <a href="https://nycserviceyearconference.splshthat.com/">https://nycserviceyearconference.splshthat.com/</a>
June NYC Civic Corps training	6/21/2018 8:45AM– 5:00PM	Please note that professional development trainings are mandatory. Please expect training to be from 9:00Am– 5:00Pm. Location: 1 Centre Street, Mezzanine, New York, New York, 10007

## About us:

Civic news is a newsletter created by The Professional Development Committee. The purpose of this newsletter is to inform current Civic Corp members about upcoming opportunities, tips and tricks in the job field, highlight members, host sites, and a writing platform for members.

## Contacts:

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Nirmala Singh	New York Immigration Coalition	<a href="mailto:Nsingh@nyic.org">Nsingh@nyic.org</a>	Host Spotlight: Brooklyn Public Library
Danielle Prioleau	New York City Emergency Management	<a href="mailto:Fwater2000@aol.com">Fwater2000@aol.com</a>	Resume Statement: The Upper Edge
Devika Baldeo	Gallop New York City	<a href="mailto:Devikabaldeo@gmail.com">Devikabaldeo@gmail.com</a>	Selfcare Tip: Love Thy Self
Cassie Keegan	Fiver Children’s Foundation	<a href="mailto:Casie@fiver.org">Casie@fiver.org</a>	Letters from NYC Civic Corps
Ruel Minott	New York City Service	<a href="mailto:Rminott@cityhall.nyc.gov">Rminott@cityhall.nyc.gov</a>	Upcoming AmeriCorps Events