



2019-2020 Volunteer Opportunities College Advisory Program and Workforce (CAP-Force)

Thank you for your interest! Please see below for ways to volunteer with CAP-Force!

Personal statement editors for our rising seniors

Personal statement editors primarily work with up to 2 members in the development of their college essay. Editors assist members in creating a polished personal statement; providing assistance in identifying a theme, creating a draft, and assisting in the revision/ editing process, until members have developed a final product.

Secondly, editors are encouraged to assist with grammatical revisions on short answer questions on the college applications.

Interested in doing more??

Lastly, (and optional) editors able to forge mentorship relationships with members, under the guidance of a CAP-Force staff, can assist with the development of college lists, resume development, interview skills prep and/or facilitate impactful connections at various institutions.

Expectations

Editors are asked to:

- Attend one of the Spring **orientation meetings** or schedule to meet with CAP-Force program staff prior to being connected to a member
- Commit to begin during one of two entry points
- Willingness to commit, *but not limited*, to **2 in-person sessions**, and at least **1 editor day**; the remainder of the work may be done via email, Skype or phone
- Remain communicative with CAP-Force staff; providing periodic check-ins on member progress and/ or challenges

SPRING EDITOR ORIENTATION DATES:

Editor Orientation 1: March 12, 2019 6-7p

Editor Orientation 2: May 9, 2019 6-7pm

Editor entry points...

1. RISING SENIORS SUMMER BOOT CAMP:

These sessions provide intensive college preparation work -weeks prior to the start of senior year- priming our incoming seniors for the college and financial aid application process. We will focus on finalizing college lists, creating personal statements, developing resumes and completing college and financial aid applications. Editors are expected to commit to at least 2 in-person sessions during the boot camp calendar

Boot Camp editor dates:

(attend a minimum of 2 editor sessions during these dates)

Session 1:

Week 1: Tues July 30th- August 2nd

Week 2: Mon August 5th-8th

Session 2:

Week 1: Tues August 20th-23rd

Week 2: Mon August 26th-29th

Follow-up meeting (attend at least 1)

Tuesday, October 2 – Editor's Day -TBD by member and editor

Wednesday, October 3- Editor's Day -TBD by member and editor

2. EDITORS (Post- boot camp)

If unable to assist during the boot camp schedule, the second option provides more flexibility. This opportunity serves members unable to participate in boot camp with the development of their essay during the fall of their senior year beginning in early October.

- The scheduling of meeting dates will depend on member and editor availability and must be communicated with program staff.
- Willingness to commit to at least, *but not limited to*, **2 in-person sessions**, the rest of the work can be done via email, Skype or phone.

Editor Days (attend at least 1)

Monday, October 14th – Editor's Day -TBD by member and editor

Monday, November 11th- Editor's Day -TBD by member and editor

As part of the extended BroSis family, editors are welcomed to remain as active mentors, stay in touch with members, attend senior celebrations such as Decision Day (where we celebrate members' college choices) in May and our College transition Day celebration in August (our final celebration all our college-bound seniors). Look out for invites!

CAREER DAY PANELISTS

Spring Career Day: Friday, March 29, 2019 - From 4-7 pm

Summer Career Day: Thursday, August 8, 2019 - From 11:30- 2:30 pm

Career days provide our members with the opportunity to meet and network with dynamic professionals who will serve as our special guests and Career Day panelists. Our Spring Career Day serves as a catalyst for our workforce training program. This evening targets all middle and high school-aged members with special emphasis on our workforce prep participants (high school juniors and seniors) prompted to lead discussions and put their networking skills to the test.

Our summer Career Day, the day serves as the culminating event to celebrate and further inspire members participating in our Summer Leadership Programs. About 100 members will be in attendance, ranging in age from 14-18. Members from our Youth Employment Opportunity Program, Environmental Program, our Summer Liberation School, various summer classes (fitness, creative muse, etc.) and our International Study Program will be in attendance.

As a guest speaker, you would:

- Prepare and deliver a 2-3 minute presentation about your career as well as provide questions and ideas that our members should keep in mind as they think about their career path
- Participate in a series of rotating roundtable discussions with 10-15 members and 1-2 other guest speakers about careers, work ethic and finding a path for success
- Give closing remarks, 2-3 minutes

A program for the event will be created so those interested should submit the following information **no later than Feb. 28, 2019** (for the spring career day) & **July 8, 2019** (for the summer career day).

- * Your full name
- * Your Profession and Title (if applicable)
- * A brief bio – not more than 75 words
- * A picture (*optional*)

ADDITIONAL OPPORTUNITIES...

The College Advisory and Workforce Programs **CAP-FORCE** provides Bro/Sis members with a surplus of opportunities to visit and learn more about different colleges (CUNY, SUNY, and private schools) as well as various careers. This includes **college tours**, inviting **college and financial management representatives** to **conduct workshops** for members and providing optimal exposure and **networking opportunities** for high-school-aged and alumni members ages 18-24.

Lastly, throughout the year, CAP hosts a variety of panel discussions, worksite visits, internship opportunities and workshops on college & career exploration and preparation. We are looking for **professionals** interested in **sharing their experience**, serving as **guest speakers**, and/or **worksite hosts**; willing to have a member shadow them for a day and/ or provide tours of their workplace to a small group of members.

We are also looking for professionals, **companies**, and **organizations** interested in providing **paid/ unpaid internship opportunities, job shadowing, and employment opportunities** for our current members and recent alumni members.

If interested in more information please contact:

Silvia Canales,

College & Workforce Coordinator

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