

Yale University President's Public Service Fellowship

Proposal for Fellowship Placement • Summer 2017

- Organization: **Boys & Girls Club of New Haven**
- Full street address of organization: **253 Columbus Avenue, New Haven, CT. 06519**
- Website: www.bgcnewhaven.org
- Name and title of the Direct Supervisor (*please note: the Direct Supervisor must be available to supervise Fellow on a daily basis*): **Carlos Collazo**
- Phone number and e-mail address of Direct Supervisor: **(203) 787-0187 ext 11. carlos.collazo@bgcnewhaven.org**
- Placement dates (*8-11 weeks between Tuesday, May 30 and Friday, August 11, 2017*): **The placement dates work perfectly with our summer program.**
- Are placement dates flexible? If so, please describe:
- Hours of the program (*placements should be equivalent to full-time*): **9AM-5PM**

Placement Description

Organization description (*Mission statement, population served. 150 words or less.*):

At the Boys & Girls Club of New Haven, we serve with one purpose: To inspire and enable young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens. The Boys & Girls Club provides comprehensive positive youth development programming to children ages 5 to 17, most of whom are from disadvantaged backgrounds.

Please write a 1-2 sentence summary of the work that the Fellow would be conducting

The Fellow will be charged with keeping our newsletter up to date, assisting in beatification projects in collaboration with the Urban Resource Initiative, assist in marketing and communications of our summer program, manage scheduling of transportation and trips.

Please write a complete description of the specific project you propose and list the duties/outcomes expected of the Fellow. (*Suggested length: one to two pages.*)

The mission of the Boys & Girls Club of New Haven is to “Inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.” Its goal is to provide children and teens with a safe positive fun place to learn and grow. It seeks this goal and fulfills its mission through delivery of the following major programs: After School, Summer Vacation Camp, The Club for Teens and competitive Sports programs.

The student selected for the Boys & Girls Club Yale University President’s Public Service Fellowship will serve as a *Special Projects Assistant*. This fellowship will be unique in that the student will work on a variety of assignments that will help to advance the Club’s programs and operations. The organizational culture of the Boys & Girls Club is one of cooperation – everyone wears multiple hats. The Special Projects Assistant would have a variety of experience during their tenure here and typical work assignments would include the following:

- **Assisting with promotion, enrollment and coordination of the Summer Vacation Camp program**
- **Assisting with special events**
- **Assisting with the production of the monthly E-mail newsletter**
- **Assisting with trips and transportation**
- **Clerical duties as assigned**

Our Summer Vacation Camp will be in process during the proposed fellowship time period. As such, the Special Projects Assistant will contribute to that program as needed, providing administrative assistance which will directly benefit and enrich the lives of hundreds of at-risk children and provide the Fellow with long-lasting personal gratification and professional experience.

Working under the direction of Director of Operations, Carlos Collazo in collaboration with the Executive Director, Stephanie Barnes the Fellow will focus on administrative responsibilities including: program promotion, Camper enrollment, Scholarship program design and implementation. During this time he or she will secure mandatory CPR and First Aid certification through Club-sponsored Red Cross training.

Very importantly, the positive role modeling and mentoring relationships available to children and young teens through the Boys & Girls Club Summer Vacation Camp, and specifically by the Yale University President's for children and young teens often facing daunting challenges in their family and community life.

In all these ways, through all these activities, the Boys & Girls Club provides children and teens with a safe positive fun place in which to learn and grow and fulfills its mission of inspiring and enabling all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

Specific skills/experience required for the project (*Please list*):

- **Organizational**
- **Interpersonal**
- **Written and verbal communication**
- **Marketing experience helpful**
- **Teamwork & Leadership**
- **Mentoring**
- **Problem solving**
- **Recreational**
- **Previous volunteer or staff experience in working with youth helpful, but not required**
- **Sensitivity in dealing with children in crisis and families in stress is essential**
- **Team player**

Additional requirements (e.g. a car or weekend working hours). If a car is required, please include information regarding parking arrangements and mileage reimbursement):

American Red Cross CRP and first aid certification through Club sponsored training is preferred and will be available to individual assigned.

Individual should also be flexible for periodic special events, field trips during the evening and in the rare case weekends.

Briefly describe the work that Yale PPSF Fellows have done with your agency in the past and present. If you have not worked with Yale Fellows, please describe any work that Yale students have done with your agency.

The “Yale Students for Boys & Girls Club of New Haven” is now a formal avenue that connects Yale undergraduate students to youth who participate in BGCNH programs. Formed in 2007, the program has been expanding and now brings over (15-18) Yale students to BGCNH on a regular basis.

Yale students have participated as volunteers in PowerHour delivery, a one-to-one academic tutoring program, homework help, mentoring for all Club members, and as sports and fitness coaches.

The Yale PPSF Fellow has been instrumental in keeping our newsletter up to date, assisting in a beatification projects in partnership with Urban Resource Initiative (URI), assisting in marketing and communications of our summer program, managing the scheduling of transportation and trips during the summer.

Through a long time supporter, Boys & Girls Club of Greenwich Alumnus and YALE Alumnus, Marv Berenblum we been fortunate enough to join forces with the Yale Glee Club. Through this partnership our goal is to pair club members that are passionate about music with a Yale Glee Club Mentor and learn how to sing, perform and be a part of something great. In the Spring of 2016 the Yale Glee Club honored one of our staff members with the Yale Glee Club ”Shenandoah Award” an award given to an individual outside the Yale Community who embodies the Yale Glee Club’s spirit of outreach and service through music.
