

Yale University President's Public Service Fellowship

Proposal for Fellowship Placement • Summer 2017

- Organization:
Christian Community Action
 - Full street address of organization:
168 Davenport Avenue, New Haven, CT 06519
Program Site: ARISE Center and Stepping Stone Transitional Housing Program
 - Website:
www.ccahelping.org
 - Name and title of the Direct Supervisor (*please note: the Direct Supervisor must be available to supervise Fellow on a daily basis*):
Megan Heinly, Director of Social Work Services
 - Phone number and e-mail address of Direct Supervisor:
(203) 777-7849 ext. 1040; mheinly@ccahelping.org
 - Placement dates (*8-11 weeks between Tuesday, May 30 and Friday, August 11, 2017*):
June 5, 2017 – August 4, 2017
 - Are placement dates flexible? If so, please describe:
The start is flexible but, because the Summer Program is to operate during the month of July, the Fellow is needed then and up to the beginning of August.
 - Hours of the program (*placements should be equivalent to full-time*):
9am – 5pm, M-F
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Placement Description

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

The mission of Christian Community Action (CCA) is “to express faithful witness by providing help, housing, and hope to those who are poor in New Haven.” CCA provides emergency shelter and transitional housing, food, advocacy, education and training and other supports to families, in particular to those experiencing or at risk of experiencing homelessness.

Specifically, CCA’s housing programs include Hillside Family Shelter and Stepping Stone Transitional Housing Program. The ARISE (Accessing Resources for Independence, Skill-Building and Employment) Center provides long term employment and family services to families living in the CCA housing programs, supporting them on their journey to achieving permanent employment and greater family stability.

CCA programs engage and improve the quality of life for families as they work to attain self-sufficiency and financial independence. Through these many services, individuals and staff work together to address systems that perpetuate inequality and injustice while promoting community building and social change.

- Please write a 1-2 sentence summary of the work that the Fellow would be conducting (*50 words or less. This will be used as your agency’s project description summary on the PPSF website, so please be succinct*):

The Fellow will assist in planning and implementing a 5-week Summer Program at CCA’s Stepping Stone Transitional Housing Program. This camp is for 20-30 children living in the CCA housing programs and is intended to provide a positive and enriching experience for children who may not otherwise have the opportunity to attend summer camp.

- 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 CCA Summer Camp Program Fellow will provide help in planning, co-leading and implementing a five-week Summer camp located at CCA’s Stepping Stone Transitional Housing Program, for children living in CCA housing programs.

While CCA offers many services to parents, the CCA Summer Program is unique in its service to youth and children. It is our hope that this Summer Program fosters personal growth and provides children with a fun and safe space in which to learn, play, and spend positive time with their peers and promotes a whole family approach.

Working alongside CCA's ARISE Center Child and Family Specialist other CCA staff, the internship will be spent in planning and coordinating program activities which might include trips, art and crafts, reading, and other hands-on learning activities. Programming will be informed by research on best practices in educational enrichment and how to best engage with urban youth. The Intern will help with attending to both big picture and logistical details of programming including meals, transportation, supplies for crafts/activities, etc. The intern will also assist families with program registration and coordinate any program volunteers.

The overarching goal of the Intern is to provide children and youth living in the CCA shelters and transitional housing programs, who often experience significant stress in their daily lives, with an engaging spring break programs that promote personal growth and development, learning experiences, positive relationships with peers, and safe recreational activities.

Essential Responsibilities

- ***Assist with coordinating summer camp programming:*** Work with CCA ARISE Child & Family Specialist to plan, confirm, and coordinate all details of camp activities, including scheduling of field trips, entertainment, visits to cultural institutions, recreational sites (parks, libraries, etc.)
 - ***Manage the registration process and logistics related to camp programs.*** Provide the highest level of customer service to parents and children enrolled in camp.
 - ***Supply Requisitions:*** Review supplies needed for successful implementation of camp programming plans and inform the CCA ARISE Child & Family Specialist of deficits. Establish and maintain inventory of supplies & equipment.
 - ***Communication:*** Correspond with vendors, organizations, transportation providers and guest entertainers in offering diverse, educational, fun-based activities and sessions to children enrolled in the camp program; function as liaison between CCA ARISE Child & Family Specialist, CCA staff and parents.
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Communicate with parents about participants' experiences and report concerns to CCA staff members.

- **Assist in maintaining accurate program records** including incident reports, documentation, and daily attendance.
 - **Emergency & Safety Procedures:** Know and understand ALL emergency procedures associated with the Spring Break programs. Know, enforce, and follow all safety guidelines associated with the spring break programs. This includes but is not limited to being responsible for the participants' safety and their whereabouts at all times.
 - **Assist with any other tasks as assigned by CCA-ARISE Center Child & Family Specialist or by other CCA Staff.**
- Specific skills/experience required for the project (*Please list*):
 - **Experience working with children/youth in an urban setting**
 - **Ability to work with diverse individuals who may be experiencing significant life challenges such as homelessness, food and financial insecurity, etc.**
 - **Event planning/coordination experience or related skills**
 - **Psychology, sociology, education, or related major preferred. Or, experience in camp, youth programs, recreation, working with children, or in a related field.**
 - **Fluency/proficiency in Spanish a plus.**
 - **Ability to lead, plan, organize, and implement program activities.**
 - **Ability to work as a member of a team and the ability to accomplish tasks with little direct supervision.**
 - **Strong organizational skills.**
 - **Ability to be flexible in scheduling to meet the needs of the overall program**
 - **Excellent communication skills, verbal and written**
 - **Honesty, integrity and commitment to confidentiality**
 - **Imagination and sense of humor**
 - **Proven leadership ability**
 - **Evidence of being a problem solver**
 - **Basic computer skills and familiarity with word processing, spreadsheet, and digital imaging programs (i.e., MS Word, Excel, downloading photos).**
 - **The Fellow should be willing to become First Aid / CPR / AED Certified**
 - Additional requirements (e.g. a car or weekend working hours). If a car is required, please include information regarding parking arrangements and mileage reimbursement):
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A car, or at least a bike, is recommended for the sake of personal transportation. On-site parking is provided as well as mileage reimbursement for program related travel. It is also important for the Fellow to be able to travel to various locations for field trips or outings on a school bus.

It is also important for the Fellow to be able to walk, bend, stand, squat or sit on the floor (with children) throughout an 8-hour day, be able to walk up and down steps several times each day, be able to physically respond quickly in an emergency, and be able to be actively engaged and involved with children each day; including planning daily outdoor time in all ranges of temperatures or humidity levels, subject to safety guidelines.

- 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.

CCA has had several PSFF Fellows work as CCA Summer Program managers over the past fourteen years. These Fellows have worked to create successful summer programs for the children/youth in the CCA housing sites and helped to engage the youth in positive and enriching summer experiences.

