

Proposal for Fellowship Placement • Summer 2017

- Organization:
Creative Arts Workshop
 - Full street address of organization:
80 Audubon St. New Haven, CT 06510
 - Website:
CreativeArtsWorkshop.org
 - Name and title of the Direct Supervisor (please note: the Direct Supervisor must be available to supervise Fellow on a daily basis):
Katrina Goldburn, Registrar
 - Phone number and e-mail address of Direct Supervisor:
203-562-4927
 - Placement dates (8-11 weeks between Tuesday, May 30 and Friday, August 11, 2017):
May 30 – August 11, 2017
 - Are placement dates flexible? If so, please describe:
There is some flexibility but not a great deal. May be discussed with supervisor.
 - Hours of the program (placements should be equivalent to full-time): M-F
9am to 5pm May 30 to June 19 with an hour for lunch, changing to 8:30am to 4:30pm from June 19 to August 11 with an hour for lunch.
 - Organization description (Mission statement, population served. 150 words or less.):
Creative Arts Workshop (CAW) is an educational and cultural resource center, devoted to fostering creativity through participation in, appreciation of and leadership in the visual arts in the Greater New Haven area. Creative Arts Workshop affirms its commitment to making its programs available to a broad and diverse population. We serve 2,000 students ages 2 through adulthood, artists, and visitors to our exhibitions and special events.
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- 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):
We seek a Young People's Summer Program Coordinator to work with CAW staff, faculty, teaching assistants (TAs), and parents of children to insure the smooth operation of art classes and administrative processes.
- 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.) CAW's Young People's Program enjoys long-standing popularity among Greater New Haven residents. Serving youth ages 4 to 17, this program offers one- and two-week long classes in the visual arts. There are a number of administrative and engagement details to be monitored, and this will fall to the Coordinator under the direction of the Registrar.

The Coordinator's responsibilities will include but may not be limited to the following:

- Ordering T-shirts
- Communication of information through email, phone, or letter between CAW and parents. This will include such things as:
 - Confirmation of class registration
 - Medical needs of the child (e.g. allergies).
 - Procedures for dropping off and picking up children
 - Lunch and snacks
 - Relaying parent concerns to faculty and vice versa.
 - Engaging the parents to insure they feel confident in their child's experience with us
- Meeting regularly with faculty, TAs, and registrar to insure communication is flowing smoothly, needs are being met, problems are being addressed.
- Very occasional errands to keep supplies stocked.
- Taking photographs and uploading them for archival or mailing purposes.
- Preparing a weekly attendance sheet for each class
- Preparing a weekly TA assignment sheet
- Monitoring parent use of afterschool care for billing reconciliation

From the long view, the YPs Summer Program Coordinator will start at CAW before the summer program actually begins, working very closely with staff to learn the role and prepare both faculty/TAs and parents for childrens' successful encounter with the arts. Once the program is underway the Coordinator will insure that checkin/checkout goes smoothly, messages are communicated among the various parties, records are accurately kept, and communication is clearly understood. By the end of the program,

the Coordinator will be part of a review to evaluate the effectiveness of the procedures, classes, and performances.

- Specific skills/experience required for the project (Please list):
 - Must have a mind for details and moving parts, anticipating needs, and thinking ahead.
 - Excellent, thorough communication skills both written and verbal
 - A warm, thoughtful, professional manner; one that sincerely gives parents confidence in the care we are giving to their children
 - A sense of humor. CAW really is a fun place to work, and we enjoy each other's company.
 - While not directly working with children, the Coordinator must enjoy working on behalf of children, understand their needs, and be caring and respectful in manner whenever in their presence. We are all role models for our students.

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

A car is not required. However if the Coordinator does drive in, we can offer only discounted parking at the Audubon St. Garage located right next door to CAW.

 - 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:

In the past we have not offered a role as well-formed as this one; assignments were more loosely designed. But we anticipate that this role will be perennially needed and look forward to feedback from the Fellow to help us improve it for the next year.
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