

Yale University President's Public Service Fellowship

Proposal for Fellowship Placement • Summer 2017

- Organization: **LEAP**
 - Full street address of organization: **Leadership, Education, Athletics in Partnership, Inc.**
 - Website: **www.leapforkids.org**
 - Name and title of the Direct Supervisor (*please note: the Direct Supervisor must be available to supervise Fellow on a daily basis*): **Julissa Collado, AmeriCorps Director**
 - Phone number and e-mail address of Direct Supervisor: **(203) 773-0770, jcollado@leapforkids.org**
 - Placement dates (*8-11 weeks between Tuesday, May 30 and Friday, August 11, 2017*): **June 5th – August 11th**
 - Are placement dates flexible? If so, please describe: **No**
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 - Hours of the program (*placements should be equivalent to full-time*): **10:30a – 6:00p (somewhat flexible)**
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Placement Description

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

For 24 years, LEAP has worked with children, teenagers, and young adults in New Haven, Connecticut in some of the poorest inner city neighborhoods in America. As the largest youth agency in our city, we provide academic supports, social enrichment, and leadership development, but we do so in a unique way. We give older students (ages 16-24) the training, education, and resources they need to work as counselors and Leaders-in-Training to our younger students (ages 7-15) who are from five of the lowest income neighborhoods in New Haven. In doing so, we go beyond impacting individual lives through education and employment. We build a community with power and purpose.

Mission: LEAP empowers young people to be leaders who create a nurturing community for children in need. We believe that families in all neighborhoods deserve access to learning opportunities that inspire a broad world view and encourage young people to embrace their limitless potential.

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

The Fellow will be responsible for creating a Parental Training Program that counselors will follow which will teach LEAP parents successful reading techniques to increase literacy skills in our participants. The Fellow will also assist counselors with building in-home libraries for our families, conduct visits and coordinate community-based reading events.

- 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.*)

LEAP's summer program serves over 600 children and youth in New Haven. This summer LEAP will be an AmeriCorps Program and will work with our participants to increase literacy skills, teach parents different techniques to help their children improve their reading skills at home and build an in-home library for each of our families so they have easier access to books.

The Fellow should have the ability to:

- Design, implement and manage a plan for the effective implementation of the Parental Training Program (PTP).
 - Become familiar with different techniques to help children succeed academically, with a tremendous focus on literacy.
 - Develop and collect data using a pre- and post-Parent Survey designed to gather information about what techniques are being utilized in the home.
 - Ensure all staff and volunteers are effectively trained on how to implement the PTP plan.
 - Develop and maintain a method for recording data collection of the program's effectiveness.
 - Establish and maintain good working relationships with all levels of the organization and the public.
 - Coordinate and assist counselors with building in-home libraries for the families.
 - Assist counselors with coordinating and conducting in-home visits for the children in their group.
 - Plan and execute community-based mass reading events (Read-Ins) for each neighborhood.
 - Bring high energy and a positive attitude every day.
 - Troubleshoot issues involving children and families and create strategies to meet families' individual needs.
 - Create strong, collaborative relationships with parents and maintain regular communication regarding the PTP
 - Nurture positive relationships with LEAP staff and community partners.
 - Establish trust and accountability systems with parents and counselors to ensure success
 - Take an active role in regular staff meetings, debriefings, trainings, and planning sessions.
 - Take on additional responsibilities as required.
- Specific skills/experience required for the project (*Please list*):
- Knowledge of computer software applications including Microsoft Word, Excel and PowerPoint.
 - Passion for education success and working with youth
 - Management experience with children and youth preferred
 - Experience with youth leadership development, community service, and/or tutoring preferred.
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- **Commitment to working with others to inspire positive social change through education, service, and community development,**
 - **Excellent verbal and written communication skills; organizational abilities to handle multiple tasks; computer proficiency**
 - **Ability to think strategically about planning home visits and how to communicate with families**
 - **Ability to produce clearly written and effectively communicated marketing materials**
 - **Strong understanding of scheduling techniques and the ability to troubleshoot conflicts quickly**
 - **Ability to function and thrive in a highly collaborative environment**
 - **Ability to manage time effectively and independently**
 - **Demonstrate tact and discretion in preparing, disclosing and handling information**
 - **Ability to communicate in Spanish is a plus**
- Additional requirements (e.g. a car or weekend working hours). If a car is required, please include information regarding parking arrangements and mileage reimbursement):
- **Valid Driver's License; some evening hours required;**
- 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 people in our current administration do not recall having a Yale PPSF Fellow. However, during the 24 years that LEAP has been operating, we have had numerous Yale affiliated people work with us in a variety of capacities. LEAP has always benefited partnerships with Yale students, facilitated by our close proximity to the Yale campus.
