

Yale University President's Public Service Fellowship

Proposal for Fellowship Placement • Summer 2017

- Organization: **New Haven Reads**
 - Full street address of organization: **45 Bristol Street, New Haven, CT 06511**
 - Website: **www.newhavenreads.org**
 - Name and title of the Direct Supervisor (*please note: the Direct Supervisor must be available to supervise Fellow on a daily basis*): **Tanya Smith, Education Director**
 - Phone number and e-mail address of Direct Supervisor: **203-752-1923**
tanya@newhavenreads.org
 - Placement dates (*8-11 weeks between Tuesday, May 30 and Friday, August 11, 2017*): **May 30 – August 11, 2016**
 - Are placement dates flexible? If so, please describe: **We would be happy to host a Fellow on any dates!**
 - Hours of the program (*placements should be equivalent to full-time*): **Monday – Wednesday 11:30 – 7:30, Thursday-Friday 10:30-6:30**
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Placement Description

- Organization description (*Mission statement, population served. 150 words or less.*): **New Haven Reads, founded to “share the joy and power of reading,” increases the literacy skills of children to empower their academic success by providing individually tailored one-on-one after-school tutoring, educational family support, and a community book bank, all at no cost to participants. Our students come from every school in New Haven as well as from every New Haven neighborhood. Free books are packed for social service agencies, homeless shelters, teachers, and other community programs. Over 500 students in grades 1 – 12 attend individualized literacy tutoring sessions once or twice each week. Our Pre-K/Kindergarten Program offers small group instruction to 45 beginning readers. During the summer, we also run small group activities, including writing, chess, math, and science clubs and art programs. All activities take place at one of our 4 sites – Bristol St., Dixwell, Science Park, and Willow St.**
 - 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*):
In addition to various administrative tasks and creative projects, the PPSF will develop relationships with our community’s students through the provision of literacy tutoring and the implementation of a summer club. He or she will also support the growth of the book bank by sorting and shelving incoming book donations.
 - 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.*)
 - **We propose to incorporate our PPSF in our tutoring program and the book bank operation. This person will be scheduled to work with specific children each day in our tutoring program and, with the regular weekly schedule, will be able to develop relationships with individual children.**
 - **Working with our Book Bank manager, the PPSF will help sort and shelve book donations that come in. He or she may also put together book orders for various organizations.**
 - **The PPSF will plan, organize, and help run one of our summer clubs in an area of his or her interest during our summer session. This would require creating lesson plans, working with an assistant, and overseeing the implementation of the lessons. Clubs that have run in the past include writing, chess, math, science, computer programming, art, theatre, and newspaper.**
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- **The PPSF may also be asked to help with other administrative tasks (e.g. data entry) or with a creative project (e.g. creating flyers to advertise a particular program).**

 - Specific skills/experience required for the project (*Please list*):
 - **Good organizational skills**
 - **Love of reading**
 - **Excellent “people skills” - the ability to relate well to a large variety of people, particularly young students**
 - **Tutoring or teaching experience is a real plus**
 - **Ability to maintain good records for the Book Bank (distribution and donation information, maintenance of accurate daily logs, etc.)**
 - **Knowledge of Excel is helpful, but not necessary**
 - **Spanish a plus**
 - **Lots of energy**
 - **Flexibility**
 - **Sense of humor**

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

 - 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.
 - **Yale students volunteer throughout the school year with us. Members of the Yale Reading Corps (18 students currently) tutor for us as an approved Yale Federal work-study site. Both our Yale tutors and community volunteers (a total of about 360 volunteers) perform numerous invaluable services for us: tutoring, organizing and sorting books, keeping things neat and organized at the Book Bank. We have also served as a site for Community Service Days for Yale and for several Yale and community organizations. The Yale FOCUS program sends a group to the Book Bank each fall. Many Yale students donate books to us. We are affiliated with Dwight Hall at Yale.**
 - **Our PPSF Fellows have tutored on an hourly basis and run weekly summer clubs which focused on various skills, including writing, math, and science.**
 - **Our PPSF also assisted with a variety of administrative assignments, including the integration of our new information database and student file management system.**
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