• Organization:
  Leadership, Education and Athletics in Partnership, Inc. (LEAP)

• Full street address of organization (Fellows must be provided with a desk and computer at placement site and cannot work remotely):
  31 Jefferson Street, New Haven, CT 06511

• Website: www.leapforkids.org

• Name and title of person who will be the Fellow’s direct supervisor (the supervisor must be available to supervise Fellow on a daily basis):
  Yakeita Robinson, Chief of Staff

• Phone number and e-mail address of proposed direct supervisor:
  Phone – (203) 773-0770; Email – yrobinson@leapforkids.org

• Placement dates (8-11 weeks between Tuesday, May 26 and Friday, August 7, 2020):
  Tuesday, May 26 through Friday, August 7, 2020

• Are placement dates flexible? If so, please describe:
  Yes, placement dates are flexible. However, the longer the Fellow can work the better so that tasks are completed as desired.

Additionally, Fellows will adhere to the same schedule as full-time LEAP employees.
The only day LEAP is closed during this period is Independence Day (July 4, 2020).
• Proposed work schedule (placements should be equivalent to full-time and not more than 37.5 hours/week):
  Mondays through Thursdays – 9:00am to 5:00pm
  Fridays – 9:00am to 2:30pm

Placement Description

• Organization description (mission statement, population served. 150 words or less.):
  LEAP’s mission is to develop the strengths and talents of young leaders who create and implement year-round, community- and school-based programming designed to achieve positive academic and social outcomes for children living in high poverty urban neighborhoods. LEAP develops multiple tiers of academic and social enrichment for young people between the ages of 7 and 24, preparing them to be community leaders with power and purpose.

• 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 organization’s project description summary on the PPSF website, so be succinct):
  The Fellow will coordinate data management for LEAP’s summer program, including survey distribution, data evaluation, and reporting. The Fellow will also support program staff in correctly implementing LEAP’s comprehensive literacy curriculum across five neighborhood sites to ensure the best data outcomes.

• Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow. (Suggested length: one to two pages.)
For non-profit organizations, especially those providing direct services, the process of collecting and evaluating data can be a daunting but important task. With well-formatted, distributed, and evaluated surveys, an organization can determine the successes and drawbacks of its programs, thus giving it the knowledge to create better initiatives in the future. An organization can also position itself for national grant funding if it has clear and impressive data.

LEAP is looking for a student who is interested in supporting the data collection and management processes of a large youth-serving non-profit with a history of success. You should be excited about the evaluation of data as well as the work necessary to present that data in accessible and interesting ways. And if you have a deep interest in educational curriculum that can glean the best results for students, then you are a perfect fit to be the Data and Curriculum Fellow at LEAP this summer!

As the Data and Curriculum Fellow, you will gain valuable, hands-on experience in all the areas above during our busy summer months. Specifically, the Fellow will:

- Coordinate the distribution of pre- and post-surveys as they relate to LEAP’s Children’s and Youth Development Programs in an efficient and secure fashion (includes reading comprehension, computer science comprehension, swimming ability, parent reading habits with children, and more);
- Revise and evaluate LEAP’s current performance management system and database to determine its efficiency and the need for alternatives;
- Evaluate and provide reports of attendance and survey data that can be easily presented to and used by LEAP’s programming staff, development staff, and board for program improvement and fundraising purposes;
- Provide support to LEAP counselors as they implement our comprehensive literacy curriculum to ensure they are using the methods that the data is meant to measure; and
- Coordinate the distribution of books to children and families for their home libraries to ensure that the planned number of books are distributed to each participant by the end of the summer.
This is a highly visible position within the LEAP office requiring effective interaction and communication with a wide range of internal staff. The Fellow will also have the opportunity to be part of LEAP’s hands-on programming as they support the correct curriculum implementation across our five neighborhood sites.

- List specific skills/experience required for the project:
  
  o Exceptional computer skills required, including, but not limited to, knowledge of Microsoft Word, Excel, and PowerPoint
  o Experience with database management (for small or large data sources) required
  o Experience with Microsoft Publisher, Adobe Photoshop, or other design programs for visualizing data into infographics is preferred, but not required
  o Ability to produce clearly written and effectively completed data reports that include visualizations or infographics
  o Experience teaching (formal K-12, after-school or summer programs) preferred, but not required
  o Demonstrate tact and discretion in preparing, disclosing and handling data
  o Excellent attention to detail
  o Ability to manage time effectively, establish work priorities, meet deadlines, and remain flexible
  o Ability to work in both highly independent and highly collaborative work environments
  o Strong organizational skills, systems creation, documentation and maintenance
  o Excellent verbal and written communication skills

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

A car is not required.

- Briefly describe the work that Yale PPSF Fellows have done with your organization in the past and present. If you have not worked with Yale Fellows, describe any work that Yale students have done with your organization.
LEAP had Serena Ly as a Yale PPSF Fellow during the Summer of 2017. Serena helped coordinate and evaluate our Outdoor Corps Program, which is a natural science education program run in partnership with the Yale Peabody Museum of Natural History. During the Summer of 2019, LEAP hosted Francine Rios-Fetchko who worked as a Grant Writing Fellow in the LEAP Development Department where she interviewed LEAP participants, researched and applied for grants and supported LEAP’s fundraising efforts. Additionally, LEAP currently has two Dwight Hall Urban Fellows, Rina Lakhlani and Nathan Kim, and several Yale students as counselors in our after-school program. LEAP has a longstanding history and connection with Yale students; as evidence, our founding executive director, Henry Fernandez, is a Yale Law School graduate and there are currently three other Yale College graduates on LEAP’s full-time staff across our programming and development departments.