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 improve and expand relationships that LEAP has with providers of enrichment activities, such as creative arts, athletic and health-based classes. The Fellow will also help facilitate two aspects of LEAP that ensure children’s health and safety: our intensive counselor training and the management of summer meals.

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.)
LEAP requires the support of a student who is: 1) enthusiastic about preparing young people and community members for service and engagement opportunities and 2) dedicated to creating a safe and enjoyable summer experience for children. The Resource and Partnership Fellow will help LEAP in coordinating our intensive two-week counselor training, coordinating consistent meals for LEAP child participants, and managing summer-long enrichment activities known as “Resources.”

In addition to literacy and academics, LEAP provides comprehensive programming to support athletic, artistic, and socio-emotional development of program participants. These wrap-around services, or Resources, can include activities such as classes with Planned Parenthood, creative arts classes, and educational partnerships with local universities. LEAP desires to better support Resource implementation through better documentation, monitoring, and promotion.

As the Resource and Partnerships Fellow, you will gain valuable, hands-on experience in community partnership and program development during our busy summer months. Specifically, the Fellow will:

- Provide coordination services, working with Resource providers to procure supplies as well as monitor attendance and participation;
- Document and promote Resource activities for future partnership opportunities;
- Support a series culminating events to celebrate program success at each of our five neighborhood sites;
- Identify additional Resource providers from the community for the Fall semester;
- Participate in the development and delivery of Resource programming, as appropriate to the Fellow’s skills and interests;
- Coordinate the timely, safe and healthy delivery of meals to child participants at each neighborhood site; and
- Help facilitate two weeks of counselor training to ensure all counselors are prepared to support children coming from low-income communities.
This is a highly visible position requiring effective interaction and communication with a wide range of internal staff and outside entities, such as local community partners and Resource providers.

- List specific skills/experience required for the project:
  
  o Ability to interface with diverse constituencies, including local community members and people at all levels of our organization
  o Experience with event planning preferred, but not required
  o Experience working in a non-profit organization or youth-serving program preferred, but not required
  o Experience with computer software applications including Microsoft Word, Excel, and PowerPoint
  o Ability to research effective training techniques and look for ways to apply them to LEAP
  o Excellent verbal and written communication skills
  o Demonstrate tact and discretion in preparing, disclosing and handling information
  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

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.