Proposal for Fellowship Placement • Summer 2020

• 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):
  Hannah Lee, LEAP Computer Learning Center (LCLC) Director

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

• 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 help create curriculum for and teach computer science classes to LEAP children on topics including basic coding, digital media arts, circuitry, programming and robotics. The Fellow will work with the Director and local high school students to engage LEAP children accessible and creative computer science activities.

- 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.)*

  The LEAP Computer Learning Center (LCLC) Teaching Fellow will support the LCLC Director in providing computer science, digital media arts, programming, and robotics education to children in LEAP’s Summer Program. If you are someone interested in STEM education, making science and technology accessible, and presenting students
with diverse examples of computer science users and uses, then this is the perfect position for you!

Specifically, the LCLC Teaching Fellow will:

- Design, implement and teach curriculum focused on computer science and technology to LEAP child and youth participants under the direction of the LCLC Director;
- Utilize digital media equipment to introduce children to technology through music, film, photography and other areas;
- Work closely with local high school students who will serve as teaching assistants in the LCLC;
- Use technology to introduce LEAP participants to new and interesting ideas about themselves and their communities;
- Help share students’ final projects and educate the larger LEAP community during our end-of-programming “EXPOs”;
- Troubleshoot the day-to-day technical issues related to LEAP’s computer systems; and
- Participate in all staff meetings, trainings and professional development sessions, as directed.

This is a highly visible position requiring effective interaction and communication with a wide range of internal staff and outside entities, such as local partners.

- List specific skills/experience required for the project:
  - Exceptional computer skills required, including, but not limited to, knowledge of Microsoft Word and Excel, database management and Adobe Photoshop
  - Basic to exceptional skills in block-based programming languages and computer science principles
  - Basic to exceptional skills in text-based programming languages are a plus, but not required
  - Exceptional digital media skills required including, but not limited to, knowledge of digital (photo and video) cameras and software
  - Experience teaching (formal K-12, after-school or summer programs) preferred, but not required
  - Excellent attention to detail
o Ability to manage time effectively, establish work priorities, meet deadlines, and remain flexible
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 Lakhani and Nathan Kim, and several Yale students as counselors in our afterschool 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.