

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2024

Organization information

<i>Name of organization</i>	Literacy Volunteers of Greater New Haven
<i>Full street address</i>	5 Science Park
<i>Website or link to social media page</i>	www.lvagnh.org

PPSF Fellow's direct supervisor

<i>Name</i>	Lou Perno
<i>Title</i>	Executive Director, MSW
<i>Cell phone number</i>	203-887-5059
<i>E-mail address</i>	louisperno@lvagnh.org

What is the best way for prospective student applicants to contact you with questions about your proposal?

- Send an e-mail with questions

Placement dates (8-11 weeks between Tuesday, May 28, 2024 through Friday, August 9, 2024)

June 3rd - Aug. 9th, 2024

Are placement dates flexible? Are there any dates on which your Fellow must work?

Dates can be flexible.

Proposed work schedule (*work week should equal (and not exceed) 37.5 hours per week*)

Monday-Friday, 9:30 am - 5:00 pm

If a hybrid schedule is offered at your site, please describe:

N/A

Organization description (*mission statement, population served. 1,000 characters or less*)

Literacy Volunteers (LV), established in 1975, recruits, trains and supports volunteer tutors who provide FREE literacy tutoring to adults in Greater New Haven, Meriden, Wallingford, and Valley towns. Our mission is to foster partnerships with adult learners, tutors, and communities to enable individuals and families to achieve educational, career, and quality of life goals. Our core programs: Basic Literacy is the program offered to English speakers who are reading and writing at low literacy levels. ESOL, or English for Speakers of Other Languages, is the program offered to adults who need to learn to speak, read, write, and understand English. Students in the ESOL program are often immigrants and refugees to the USA. Our adult students represent over 65 different countries and the U.S. as well as individuals from many of the low-income neighborhoods in New Haven. We are part of a collaborative with NH Reads and Concepts for Adaptive Learning called the Literacy Resource Center.

Write a 1-2 sentence summary of the work that the Fellow would be conducting.

The Fellow would focus on doing community outreach engaging a variety of Greater New Haven community organizations, recruiting and registering adult students and volunteers to be tutors. The Fellow will provide Program Manager support related to tutor training, development of tutor sites, assisting with short term tutoring and other support when necessary. Work would involve representing LV at local community events to display program information and engage the public to promote LV services.

Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow.

Primary Responsibilities:

- To focus on outreach and Program Manager support
- To increase awareness of the Literacy Volunteers of Greater New Haven (LV) core programs: ESOL (English for Speakers of Other Languages) and Basic Literacy for native English speakers with low reading skills. This will involve doing outreach, in-person and remotely, into a variety of Greater New Haven community organizations; recruiting students needing literacy services; and adult volunteers to be tutors. The goal is to increase student and tutor enrollment in the Programs and bring more awareness of Literacy Volunteers services to all people in the community.

Responsibilities Include:

Outreach

- Increase awareness of LV programs utilizing a variety of approaches to recruit students and adult volunteers to become tutors.
- Outreach, in-person and remotely, into a variety of community organizations (libraries, basic needs assistance programs, community centers, health programs, churches, etc.).
- Interface with organization staff and engage their clients/patrons to inform them about LV programs; register students on site for ESOL and Basic Literacy programs; provide information and referral when necessary.
- Represent LV at local community events to display LV program materials as well as engage the public and increase community awareness about LV services. Meeting with various groups and speaking about our program (civic groups, other organizations, churches, etc).
- Track all students, adult volunteers, and agency contacts engaged at all outreach sites.
- Attend staff meetings to report progress; seek assistance from Literacy Coordinators when necessary.
- Meet with staff to discuss strategies and other issues related to doing outreach.
- Program Manager Support
- Provide staff support related to tutor training, registration of adult students, tutors, and development of tutoring sites.
- Assist with some short-term tutoring with adult students and facilitate tutoring groups.
- Provide other support when necessary.

List any specific skills/experience required for the project

Bi-lingual abilities highly desired. The position requires cultural sensitivity, good communication, excellent organization, and interpersonal skills. Candidates must be able to work independently. Candidate must have some proficiency in Windows/MS Office and other applications. Experience in networking and community engagement preferred.

Additional requirements

A car is not required but would be helpful and/or use of other transportation services.

Briefly describe any work that Yale PPSF Fellows and/or Yale students have done with your organization.

Yale PPSF Fellows have carried out similar work as described above. We have worked closely with Dwight Hall student volunteers who have done community distribution of program flyers in New Haven, assisted with editing student essays to use for program promotions and helped with various fundraising projects.