

# Yale University

## President's Public Service Fellowship

### Proposal for Fellowship Placement Summer 2023

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#### 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>	<a href="http://www.lvagnh.org">www.lvagnh.org</a>

#### PPSF Fellow's direct supervisor

*The supervisor must be available to supervise Fellow on a daily basis.*

<i>Name</i>	Louis D. Perno
<i>Title</i>	Executive Director, MSW
<i>Cell phone number</i>	203-887-5059
<i>E-mail address</i>	<a href="mailto:louisperno@lvagnh.org">louisperno@lvagnh.org</a>

**Placement dates (8-11 weeks between Tuesday, May 30, 2023 through Friday, August 11, 2023)**

June 5 - Aug. 11, 2022

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

Placement dates are flexible

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

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

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

Literacy Volunteers recruits and trains volunteer tutors who provide FREE literacy tutoring to adults within two core programs: Basic Literacy: 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. Many students in the ESOL program are recent immigrants and refugees to the USA and most students are from low-very low income households. 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 vision is a future in which the power of literacy enables all adults to thrive in their community. We serve 500-1000 adult learners yearly from 75 different countries including the U.S. Extensive outreach is done to reach adults needing literacy services to get a job; positively impact their family.

**Write a 1-2 sentence summary of the work that the Fellow would be conducting (500 characters or less).**

The Fellow would function as a Literacy Outreach Coordinator in Greater New Haven and connect with adults in the community who need ESOL and Basic Literacy services. Interface with libraries, community centers, churches, basic needs assistance programs, organizations serving immigrants and other groups with clients who need Free literacy services.

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

Primary Responsibilities of the Literacy Outreach Coordinator:

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, 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 the Programs which have drastically declined due to Covid.

Responsibilities include:

1. Increase awareness of LV programs utilizing a variety of approaches to recruit students and adult volunteers to become tutors.

2. Outreach, in-person and remotely, into a variety of community organizations (libraries, basic needs assistance programs, community centers, health programs, churches, etc.).
3. 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.
4. 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).
5. Assist with the creation of promotional materials about LV programs.
6. Track all students, adult volunteers, and agency contacts engaged at all outreach sites.
7. Attend staff meetings to report progress; seek assistance from Program Managers when necessary.

**List specific skills/experience required for the project**

Skills/Experiences required:

1. Bi-lingual abilities preferred.
2. The position requires cultural sensitivity, good communication, excellent organization, and interpersonal skills.
3. Candidates must be able to work independently; have some proficiency in Windows/MS Office and other applications.
4. Experience in networking and community engagement; Some knowledge of Greater New Haven communities.

**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 needed as worker will be doing much working in the community connecting and spending time at a variety of organizations. LV has excellent parking and most organizations do as well for the most part. We may be able to provide mileage reimbursement to the worker if necessary.

**Briefly describe any 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.**

LV has worked extensively with Dwight Hall at Yale and students from the Yale/China program. Students have worked at LV with Program Managers

assisting with developing student sheets for students to pass post testing; developed tutor surveys and distributed them to all tutors resulting in an extensive analysis of information to assist LV with increasing tutor satisfaction and retention; distributed over 500 fliers to organizations, businesses, etc. throughout New Haven as part of a student and tutor enrollment campaign; and tutored some adult students.