

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2023

Organization information

<i>Name of organization</i>	New Haven Reads
<i>Full street address</i>	45 Bristol Street, New Haven, CT 06511
<i>Website or link to social media page</i>	www.newhavenreads.org www.facebook.com/newhavenreads www.instagram.com/newhavenreads

PPSF Fellow's direct supervisor

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

<i>Name</i>	Hayley K. Herrington
<i>Title</i>	Education Director
<i>Cell phone number</i>	(203) 859-8741
<i>E-mail address</i>	hayley@newhavenreads.org

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

Tuesday, May 30 through Friday, August 11, 2023

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

Yes, we would be happy to host a Fellow on any dates!

Once the 2023 NHR Summer Session begins on Monday, July 3rd, the Fellow's daily attendance will be critical for the remainder of the summer to ensure the continuity of our students' programs.

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

Monday 11:30 am – 7:30 pm

Tuesday 11:30 am – 5:00 pm

Wednesday 11:30 am – 7:30 pm

Thursday-Friday 10:30 am – 6:30 pm

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

New Haven Reads, founded to “share the joy and power of reading,” increases the literacy skills of aspiring readers to empower their academic success by providing individually tailored one-on-one after-school tutoring, educational family support, and a community book bank, all at no cost to participants. Our students join us from every New Haven neighborhood and nearly every school in New Haven. Free books are packed for social service agencies, homeless shelters, teachers, and other community programs. Students in grades 1 – 12 attend individualized literacy tutoring sessions once or twice each week. Our Pre-K/Kindergarten Program offers small group instruction to beginning readers. During the summer, we also run small-group enrichment activities, which have included math, chess, science clubs, theater, puzzles and art programs. All activities take place at one of our 3 sites – Bristol St., Science Park, and Willow Street.

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

In addition to various administrative tasks and creative projects, the PPSF will develop relationships with our community’s students through the provision of literacy tutoring and the implementation of summer clubs. He or she will also support the growth of the Book Bank by sorting and shelving incoming book donations.

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

- o We propose to incorporate our PPSF in our tutoring program and the book bank operation.
- o This person will be scheduled to work with specific children each day in our tutoring program and, with the regular weekly schedule, will be able to develop relationships with individual children.

- o Working with our Book Bank Director, the PPSF will help sort and shelve book donations that come in. He or she may also put together book orders for various organizations across the community.
- o The PPSF will plan, organize, and help run enrichment clubs in areas of his or her interest or expertise during our summer session. This would require creating lesson plans, working with assistants, and overseeing the implementation of the lessons. Clubs that have run in the past include math, chess, science, computer programming, art, theatre, and puzzles.
- o The PPSF may also be asked to help with other administrative tasks (e.g. data entry) or with a creative project (e.g. creating flyers to advertise a particular program).

List specific skills/experience required for the project

- o Love of reading
- o Good organizational skills
- o Excellent “people skills” - the ability to relate well to a large variety of people, particularly young students
- o Tutoring or teaching experience is a real plus
- o Ability to maintain good records for the Book Bank (distribution and donation information, maintenance of accurate daily logs, etc.)
- o Knowledge of Excel is helpful, but not necessary
- o Spanish, a plus
- o Lots of energy
- o Flexibility
- o Sense of humor

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

Saturday work hours may be possible, as needed.

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.

- o Yale students volunteer throughout the school year with us. Members of the Yale Reading Corps tutor for us as an approved Yale Federal work-study site.
- o Both our Yale literacy tutors and community volunteers perform numerous invaluable services for us: tutoring, organizing and sorting books, keeping things neat and organized at the Book Bank.

o We have also served as a site for Community Service Days for Yale and for several Yale and community organizations. The Yale FOCUS program sends a group to the Book Bank each fall. Many Yale students donate books to us. We are affiliated with Dwight Hall at Yale.

o Our PPSF Fellows have tutored on an hourly basis and run weekly summer clubs which focused on various skills, including math, writing, and science.

o Our PPSF also assisted with a variety of administrative assignments, including the integration of our new information database and student file management system.