

# Yale University

## President's Public Service Fellowship

### Proposal for Fellowship Placement Summer 2024

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#### Organization information

<i>Name of organization</i>	Connecticut Center for Arts & Technology (ConnCAT)
<i>Full street address</i>	4 Science Park
<i>Website or link to social media page</i>	<a href="http://www.conncat.org">www.conncat.org</a>

#### PPSF Fellow's direct supervisor

<i>Name</i>	Steve Driffin
<i>Title</i>	Director of Programs
<i>Cell phone number</i>	203-892-0007
<i>E-mail address</i>	<a href="mailto:sdriffin@conncat.org">sdriffin@conncat.org</a>

**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 3, 2024-August 9 2024

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

There is some flexibility based upon program calendar.

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

Flexible hours June 3-28

Summer hours: 9a-4pm, July 1-August 9 (with some flexibility)

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

N/A

**Organization description**

ConnCAT is a non-profit organization whose mission is to inspire, motivate, and prepare youth and adults through after-school arts and job training programming. Our summer program is specifically designed to introduce youth to the designated themes using the arts and preparing for an end-of-summer showcase.

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

The Fellow would have the experience of working with an incredible agency with a welcoming atmosphere. The fellow would assist in planning and developing the summer program and coordinate activities and trips and assist in the off-off-off Broadway showcase.

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

The Fellow will be responsible for creating spreadsheets for applicants, coordinate summer schedule, assist in lunch distribution, creating a rapport with staff, campers and families, and giving campers an opportunity to have a fun and amazing summer experience, and moreover, learn about themselves and the community they will be involved in.

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

Strong computer skills Mac and PC: (Microsoft office, excel, etc. Would be great if 3D printing knowledge, but not necessary.)

Experience working with youth and passion. Love outdoors, creative, quick thinker, resourceful and great work ethics.

**Additional requirements**

A vehicle is not necessary, but if the fellow has transportation, ample parking is available.

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

Past fellows have been deeply involved in the complete planning of the summer program, from administration work to parent orientation to the summer showcase finale. Fellows have worked hands on with the campers and summer staff and coordinated trips for the entire camp.