

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2025

Organization information

<i>Name of organization</i>	Leadership, Education, and Athletics in Partnership
<i>Provide the primary physical address where the Fellow will be working during their placement</i>	31 Jefferson Street, New Haven, CT 06511
<i>Organization's mailing address (if different)</i>	31 Jefferson Street, New Haven, CT 06511
<i>Website or link to social media page</i>	www.leapforkids.org

PPSF Fellow's Direct Supervisor

<i>Name</i>	Shadine Alveranga
<i>Title</i>	Managing Director of Finance
<i>Cell phone number</i>	914-258-3713
<i>E-mail address</i>	salveranga@leapforkids.org

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

- Send an e-mail to set up a 15-meeting phone call to discuss

Placement dates (8-11 weeks between Tuesday, May 27, 2025 through Friday, August 8, 2025)

Tuesday, May 27, 2025 through Friday, August 8, 2025

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

Yes, they are flexible.

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

9:30 - 5:30 daily with a shorter day on Fridays (another day is possible) but the position can have flexible hours as needed.

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

This is an in-person position.

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

LEAP works deeply in six high-poverty neighborhoods, managing two large historic community centers and seven school-based sites. Since 1992, LEAP has created profound learning experiences outside of school for over 30,000 children and transformative employment opportunities for over 5,000 youth counselors, including many who now form the city's fabric and run LEAP.

LEAP believes in the power of young people to serve as leaders and change-makers. With an annual budget of \$7.3 million, LEAP is New Haven's largest youth employer. LEAP provides local high school and college students with training to build leadership skills and serve as caring mentors for children from their community. As counselors, these young people lead small groups of children (ages 7-12) through a culturally-affirming literacy curriculum and world-expanding enrichment activities including swim lessons, camping, African drumming, and more.

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

The Finance Department Intern is responsible for supporting the Finance Department in overseeing the onboarding and payment of up to 200 part-time staff. The position also includes other finance-related tasks as needed.

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

- Assist the Payroll Coordinator with the management of employee onboarding and files as needed. Assist in the supervision of a bi-weekly payroll of up to 200 LEAP part-time staff
- Assist with research into agency purchases
- Assist with other finance and accounting-related tasks

Receives direction, coaching and evaluation from the Managing Director of Finance and the Payroll Coordinator. Works directly with the Payroll Coordinator and, as needed, works with other full time LEAP staff.

List any specific skills/experience required for the project

- Interested in or currently pursuing education in areas of study such as Accounting, Business, Finance, or Human Resources.
- Conscientious and Reliable
- Highly organized. Independent research capabilities.
- Ability to communicate effectively across various platforms
- Familiarity with finance and accounting terms or desire to learn
- Computer and editing skills, ability to learn new software
- Ability to hold a position that requires a high degree of confidentiality
- Strong belief in the importance of educational and social opportunities for children and youth from high-poverty urban communities.

Additional requirements (e.g. a car, weekend working hours, a background check). If a car is required, include information regarding parking arrangements and mileage reimbursement. If a background check is required, share how far in advance this must start before arriving to work at your site. Please note that your organization is responsible for any costs associated with the background check process.

Background check - the week before.

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

LEAP has had multiple PPSF Fellows and other Yale students have held multiple roles over many years at LEAP including internships in grants, communications, curriculum and training, and finance as well as working as

counselors during the summer and during the school year, volunteering to teach a class to children, and other short-term volunteer experiences.