

# Yale University

## President's Public Service Fellowship

### Proposal for Fellowship Placement Summer 2025

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#### Organization information

<i>Name of organization</i>	Solar Youth, Inc.
<i>Provide the primary physical address where the Fellow will be working during their placement</i>	53 Wayfarer St, New Haven, CT 06515
<i>Organization's mailing address (if different)</i>	Same as above
<i>Website or link to social media page</i>	<a href="http://www.solaryouth.org">www.solaryouth.org</a>

#### PPSF Fellow's Direct Supervisor

<i>Name</i>	Candace Wright
<i>Title</i>	Executive Director
<i>Cell phone number</i>	(203) 887-6868
<i>E-mail address</i>	<a href="mailto:candace@solaryouth.org">candace@solaryouth.org</a>

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

Choose one of the following:

- Send an e-mail with questions **OR**
- Send an e-mail to set up a 15-meeting phone call to discuss **OR**
- Contact the person below with questions about this proposal:

Kathy Trinh, Lead Executive Assistant, [kathy@solaryouth.org](mailto:kathy@solaryouth.org), (203) 993-1344

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

Wednesday, May 28, 2024 - Wednesday, August 6, 2024

**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, 9am-5pm before the start of Summer Camp; Monday - Friday, 8am - 4pm during Summer Camp. Camp is generally for 5 weeks starting the first week of July and ending the first week of August.

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

The fellow will work primarily in-person, on-site. However, there may be some virtual, work-from-home days generally on Fridays.

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

Solar Youth is a community organization that empowers Black and Brown youth from New Haven's systematically marginalized neighborhoods to achieve lifelong success, and nothing less. Our mission is to provide opportunities for young people to develop a positive sense of self, connection and commitment to community, and respect and appreciation for their natural environment. From season to season, we curate and conduct immersive programs for youth ages 4-18. These programs incorporate core elements of environmental exploration, non-violent communication, youth leadership and youth-led problem solving. Solar Youth's vision is a New Haven and beyond in which youth are problem-solvers and the next generation of socially conscious leaders who advocate for our communities. Our work, composed of our core elements and methods, advances the physical, social and emotional well-being of children in some of New Haven's most underinvested and marginalized neighborhoods.

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

The Fellow will conduct seamless processes for outreach and enrollment before and during Solar Youth's 2025 Summer Camp. As Program Administrative

Associate, the Fellow will recruit families and youth through various methods of communication, maintain highly organized records of all enrollment documents and medical forms, and resolve any difficulties families experience when submitting their documents.

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

## OVERVIEW OF POSITION

As Program Administrative Associate, the Fellow will uphold strong administrative systems and methods of communication to recruit families and youth and maintain all of their enrollment records for Summer Camp 2025.

Prior to the start of Summer Camp, the Fellow will be on-site at the Solar Youth office, assisting program staff with recruiting families and youth in New Haven neighborhoods that may be interested in enrolling. The Fellow will work collaboratively with Solar Youth staff to contact families and youth through methods including phone call, text, email, and door-to-door contact. In summer 2024, Solar Youth served 162 youth ages 4-18, and we aim to achieve this goal again in 2024. Collection of documents leading up to camp include, but are not limited to, application forms, medical documents, permission slips and training certificates.

During Summer Camp, the Fellow will be on-site at our camp location, and continue to maintain excellent, organized records of all enrollment documents. Organized systems and files are vital to the seamless operation of camp, and the Fellow will be the primary point of contact in submitting, referring to, and discarding any documents as needed. At the campsite, the Fellow will be responsible for signing in youth and signing them out at the end of the day and will refer to and refine youth records throughout the day according to daily needs of the staff and the families.

The Fellow will communicate frequently with families, staff and community members to resolve difficulties with submitting or retrieving enrollment documents. Confidentiality, patience, and great customer service and engagement skills are vital to this duty. Additionally, the Fellow will step in and be a floating educator on days that fewer staff are available. In order to assist program staff effectively, it is important that the Fellow is flexible, self-motivated, and eager to assist and collaborate. When fulfilled, the outcomes of

these duties include retention of attendance and a consistent, positive experience for both youth and families involved in Solar Youth's summer program.

70% of time allocated

The Program Administrative Associate's main role will be to lead and support administrative needs of our summer program. Alongside program staff and under the guidance of the Executive Director, Lead Executive Assistant, and Camp Director, the Program Administrative Associate will maintain consistent and updated records of enrollment, including applications, physicals and immunization records, and daily attendance. The Associate will utilize our core platforms for programmatic administrative needs which include Salesforce, Google Drive, Slack, and Excel.

30% of time allocated

The Program Administrative Associate's secondary role will be to support the children's summer program depending on staffing and need. The Associate will assist the program coordinators and educators in implementing curriculum and leading activities and trips. The Associate will also record highlights and photos from the summer program.

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

Required:

- Enthusiasm about the Mission of Solar Youth: energetic about advocating for and supporting youth particularly Black youth, through high-quality programs, and excited about being a representative of Solar Youth to the community.
  
- Excellent Customer Service and Engagement: maintain a positive attitude and relations between staff, families and youth with authenticity and care.
  
- Outreach and Recruitment Skills: communicating with families and youth via phone call, text, email, and door-to-door as needed.
  
- Administration, Organization, and Technology Expertise: demonstrated skills in administrative and clerical tasks highly preferred, including record keeping, printing, scanning and copying. Proficiency in Google Workplace and Microsoft 365+ preferred.
  
- Conflict Management and Resolution Skills: resolve conflicts and difficulties that arise when submitting or holding family and youth documents.
  
- Self-motivation, Flexibility, and Patience

Helpful but NOT required:

- Experience working with inner city and low income youth
- Understanding of social determinants of health (e.g. stress, diet, trauma...)
- Bilingual in English and Spanish

**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.**

The Fellow must have a reliable form of transportation to and from the site of the office and of Summer Camp. Solar Youth can provide bus passes if needed. Solar Youth also requires proof of a recent physical examination for all programmatic staff. If needed, Solar Youth will cover the cost of a physical appointment.

A background check is required and should be completed before the start of camp. Solar Youth will cover the cost.

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

In the past, Yale PPSF Fellows completed various administrative tasks and tended to outreach needs similar to the work described above. Strong administrative and computer skills, communication skills, adaptability, and openness to working collaboratively are all positive qualities we've witnessed as our experiences as a host. These qualities are extremely vital to creating organized systems, communicating effectively with various community members, and adjusting to different organizational needs at Solar Youth.