Proposal for Fellow working remotely for organization

- Organization:
  Connecticut Center for Arts & Technology (ConnCAT)
- Full street address of organization:
  4 Science Park, New Haven CT 06511
- Website:
  www.conncat.org
- Name and title of person who will be the Fellow’s direct supervisor:
  Steve Driffin, Youth and Community Programs Manager
- Phone number and e-mail address of proposed direct supervisor:
  203-823-9823 ext 120
  sdriffin@conncat.org
- Placement dates:
  Placement dates are tentatively scheduled from June 7-August 13, 2021 Monday-Friday
- Are placement dates flexible? Are you able to accommodate a Fellow working in a different time zone?
  Yes. Placement dates are flexible, BUT because the summer program is a hands-on program, a fellow living in a different time zone will not be able to execute required duties. However, if a local fellow has pre-existing plans, said fellow can speak with the supervisor to arrange scheduling. As well, we hope the fellow can be flexible as well.
- Proposed 37.5 hour per week work schedule:
  Mon-Friday 7.5 hours per day with flexibility based on programmatic needs.
- Organization description:
  ConnCAT’s Mission: To inspire, motivate, and prepare youth and adults for educational and career advancement through afterschool arts and job training programs.
  ConnCAT’s Vision: To create a learning environment that inspires hope, innovation, creativity, and excellence while providing a path for individuals to revitalize the landscape of the urban community.
- Write a 1-2 sentence summary of the work that the Fellow would be conducting:
  The proposed project for the Yale Presidential Fellow at ConnCAT is multifaceted and will provide a robust organizational, interpersonal and managerial
experience for the selected candidate while simultaneously benefitting our own progress towards our summer goals. The Fellow will be supervised by the Youth & Community Programs Manager, assisting with the development and logistics and dynamics of the summer program. The Fellow will assist instructors, coordinate trips and manage daily functions as well as interface with the youth and families of the summer program and will provide instruction, determine outcomes, and evaluate performance.

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

Youth participants in the CONNCAT SUMMER ARTS program have learned about the Harlem Renaissance and the early Motown Era. Emphasis was placed on the period, the artists and their impact on culture while youth created art that paid homage to these eras and expressed their own collective identity through Theater, Art, Music and Dance, to name a few. A trip to Harlem New York provided direct exposure to the landmarks they researched as well as an experience of the festivals of Jazz and Dance offered at Harlem Week events, Apollo Theater, and the Cotton Club. The summer of 2019 boasted a trip to Washington D.C. and the Smithsonian Museum of African American History. The culminating event of each summer is the student art exhibit, which has been attended by more than 1,500 community members, family, and friends, including the daughter of Cab Calloway, Cecilia Calloway.

The summer program promises never a dull moment for the Yale Fellow. With a hands on experience, the Fellow will work in a fast paced program consisting of co-creating a summer schedule, developing and coordinating trips, monitoring daily attendance, working with over 60 youth, youth workers, volunteers and instructors in different capacities; in addition, the fellow will assist the Program Manager with day-to-day duties as needed and attend meetings pertaining to the summer program. As well, the fellow will work closely with the youth to address any emotional/behavioral concerns. The fellow’s in-depth involvement will give him/her the opportunity to develop positive relationships with youth and families from all walks of life, the ability to work in a fast-paced program, give program development experience and above all else, develop a long-lasting relationship with the ConnCAT family.

- List specific skills/experience required for this work:
  - Strong organizational skills
  - Strong written and oral communication skills
  - Strong familiarity with Microsoft Office/Excel
- experience with office work preferred
- ability to communicate with a wide variety of interested parties
- familiarity and ability to address low-level behavioral issues

- Equipment/resources you will provide to help Fellow conduct work:
  - MAC or PC will be accessible
  - Phone
  - Walkie Talkie
  - Office supplies

- Briefly describe the 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.
  - Assist in the summer registration process
  - Worked with administrative staff to improve processes of collecting and recording attendance of youth participants in our summer program.
  - Helped to develop and administer a pre- and post-survey for youth participants.
  - Assist in programmatic needs
  - Created programmatic promotional materials for adult and youth programs offered by ConnCAT
  - Help develop/organize class schedule and
  - Assist in the pre-production and production of the showcase