

Yale University President's Public Service Fellowship
Summer 2021

Proposal for Fellow working remotely for organization

- Organization: **New Haven Reads**
- Full street address of organization: **45 Bristol Street, New Haven, CT 06511**
- Website: **www.newhavenreads.org**
- Name and title of person who will be the Fellow's direct supervisor: **Hayley Herrington,
Education Director**
- Phone number and e-mail address of proposed direct supervisor: **(203) 752-1923
hayley@newhavenreads.org**
- Placement dates: **Tuesday, June 1 through Friday, August 13, 2021**
- Are placement dates flexible? Are you able to accommodate a Fellow working in a different time zone? **Yes, we would be happy to host a Fellow on any dates! We could also accommodate a Fellow working in a different time zone as long as he/she were available during program hours; Monday through Friday, 3:00 pm to 6:00 pm (EST).**
- Proposed 37.5 hour per week work schedule: **Monday 11:30 am – 7:30 pm (EST)
Tuesday 11:30 am – 5:00 pm (EST)
Wednesday 11:30 am – 7:30 pm (EST)
Thursday & Friday 10:30 am – 6:30 pm (EST)**
- Organization description:

New Haven Reads, founded to “share the joy and power of reading,” increases the literacy skills of children to empower their academic success by providing one-on-one after-school tutoring, educational family support, and a community book bank, all at no cost to participants. Students come from nearly every school in New Haven as well as from nearly every New Haven neighborhood. Free books are packed for organizations throughout the city. Approximately 275 students in grades 1 – 12 attend individualized literacy tutoring sessions once or twice each week. Our Pre-K/Kindergarten program offers small-group instruction for up to 30 beginning readers. During the summer, we also run enrichment clubs in small groups, including math, chess, and art programs. All activities take place at one of our 4 sites – Bristol Street, Dixwell, Science Park, and Willow Street. In April 2020, we introduced our Distance Learning Program, designed to replicate our tutoring model in an online setting. We have continued to host programs utilizing this model for the 2020-2021 school year.

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

The PPSF will be an integral part of the New Haven Reads Summer 2021 team. In addition to various administrative tasks and creative projects, the NHR Fellow will develop relationships with our community's students through the provision of literacy tutoring and the implementation of summer clubs.

- Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow.
 - **We propose to incorporate our PPSF in the NHR Distance Learning Tutoring Program. Using the breakout rooms within the online platform Zoom, the NHR Fellow will be scheduled to work with specific children each day in our tutoring program and, with a regular weekly schedule, will be able to develop relationships with individual children.**
 - **The PPSF will plan, organize, and lead two virtual enrichment clubs in an area of his or her interest during our summer session. This would require creating lesson plans, working with an assistant, and overseeing the implementation of the lessons. Clubs that have run in the past include chess, science, computer programming, art, theatre, and puzzles. This person would be assigned to lead a Math Club as well.**
 - **The PPSF will also be asked to support one of our team members or departments with other administrative tasks (e.g. data entry or research) or with a creative project (e.g. helping to plan a fundraising event or to create social media posts highlighting our summer program).**
 - List specific skills/experience required for this work:
 - **Good organizational skills**
 - **Love of reading**
 - **Strong writing skills**
 - **Excellent "people skills" - the ability to relate well to a large variety of people, particularly young students**
 - **Tutoring or teaching experience is a real plus**
 - **Knowledge of Excel is helpful, but not necessary**
 - **Spanish, a plus**
 - **Lots of energy**
 - **Flexibility**
 - **Sense of humor**
 - Equipment/resources you will provide to help Fellow conduct work:
 - **Laptop computer or Chromebook, if necessary**
 - **Access to Zoom license to co-host meetings**
 - **Orientation and ongoing training**
 - **NHR Distance Tutoring Program**
 - **Zoom Meetings**
 - **Weekly Meetings with Direct Supervisor(s)**
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- 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.
 - **Yale students volunteer throughout the academic year with us. Members of the Yale Reading Corps (7 students currently) tutor for us as an approved Yale Federal work-study site. Both our Yale tutors and community volunteers (a total of about 170 volunteers) perform numerous invaluable services for us: tutoring, organizing and sorting books, and keeping things neat and organized at the Book Bank.**
 - **We have also served as a site for Community Service Days for Yale and for several Yale community organizations. The Yale FOCUS program has sent a group to support the Book Bank operations each fall. Many Yale students donate books to us. We are affiliated with Dwight Hall at Yale.**
 - **Our PPSF have tutored on an hourly basis and run weekly summer clubs which focused on various skills, including math, writing, and science.**
 - **Our PPSF also assisted with a variety of administrative assignments, including the integration of our new information database as well as student and volunteer file management system.**

