

## Yale University President's Public Service Fellowship Summer 2021

### Proposal for Fellow working remotely for organization

- Organization: Phenomenal I Am, Inc.
  - Full street address of organization: 230 Ashmun Street New Haven CT. 06511
  - Website: [www.facebook.com/phenomenaliaminc](http://www.facebook.com/phenomenaliaminc)
  - Name and title of person who will be the Fellow's direct supervisor (*the supervisor must be available for Fellow to contact throughout the week*): Brittany Baines, Executive Director
  - Phone number and e-mail address of proposed direct supervisor: 203-693-1213, [bbaines@phenomenaliam.org](mailto:bbaines@phenomenaliam.org)
  - Placement dates (*8-11 weeks between Tuesday, June 1 and Friday, August 13, 2021*): June 1-August 13, 2021
  - Are placement dates flexible? Are you able to accommodate a Fellow working in a different time zone? Yes.
  - Proposed 37.5 hour per week work schedule: Monday-Friday, 8:00a.m.-3:30p.m.
  - Organization description (*mission statement, population served. 150 words or less.*): *To address the emotional, social and overall student engagement needs of at-risk female youth between the ages of 9-18 of New Haven through empowerment enrichment workshops and matching of an adult trained mentor.*
  - **Write a 1-2 sentence summary of the work that the Fellow would be conducting (50 words or less. This will be used as your organization's project description summary on the PPSF website, so be succinct):** The fellow would provide services in the role of a Mentor Coordinator. As the Mentor Coordinator, the fellow is expected to oversee the day to day activities of the mentoring program.
  - Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow. (*Suggested length: one to two pages.*) *See attached description.*
  - List specific skills/experience required for this work: See attached description.
  - Equipment/resources you will provide to help Fellow conduct work (must include access to a business e-mail and phone number): We will provide business email, phone number, software access and laptop.
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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.

We have not had any experience working with Yale students, however, we look forward to this potential opportunity for the upcoming summer.



**Phenomenal I Am, Inc.**

P.O. Box 8733 • New Haven, CT. 06531 • USA  
Phone: (203)-693-1213 • Email: [bbaines@phenomenaliam.org](mailto:bbaines@phenomenaliam.org)  
Website: [www.facebook.com/phenomenaliam.org](http://www.facebook.com/phenomenaliam.org)

## **2021 Still I Rise Summer Program Mentor Coordinator Job Description**

**Job Type:** Full-time, Seasonal

**Duration:** June 1–August 13, 2021 from 8:00a-3:30p

**Location:** Virtual or James Hillhouse High School New Haven CT. 06511

### **Job Purpose:**

Mentor Coordinator oversees day-to-day responsibilities for summer program operations. Mentor Coordinator is responsible for the coordination, operation and support of program, ensuring its effective and cohesive operation on a day-to-day-basis as well as the training, support and supervision of all staff/youth. Mentor Coordinator will supervise, monitor, and participate (When needed) in all activities including field trips, workshops, community explorations, community service and fundraising. While doing so, the coordinator is expected to serve as an appropriate role model for the youth under their care.

**Major Responsibilities:** • Lead team trainings and meetings • Follow all program standards as outlined in the Policy and Procedure Manual • Guide individual participants and groups in participating in all program activities • Supervise all aspects of the program day • Teach or lead activities as assigned • Maintain good public relations with parents/guardians • Set a good example for Mentors/participants • Other reasonable duties may be assigned as required by the Program Director

### **Qualifications:**

1. Ability to work with diverse populations
  2. Experience working with youth and school communities
  3. Ability to organize time, space, materials, and groups
  4. Possess excellent communication and interpersonal skills
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5. Function as a team member
6. Ability to develop and implement high quality programming
7. Ability to recognize staff and students development needs
8. Understanding of the psychology of youth and adolescent development
9. Ability to collaborate with community agencies
10. Understanding of the development of parental involvement and programming

**Reports To:** Brittany Baines, Program Director

**JOB DUTIES:**

1. Facilitates with the pre-planning and prep work regarding program including but not limited to: structure of day, recruitment/enrollment of students, applications, planning excursions etc.
  2. Assists with identifying and the interview process of hiring Lead Mentors and Peer Mentors
  3. Supervise and monitor Lead Mentors and Peer Mentors
  4. Participate in Summer Program Debrief sessions
  5. Gather correct student growth data for end of Program reports
  6. Participate in pre-program required process design sessions
  7. Oversee timesheets
  8. Assure all paperwork is kept accurate including but not limited to: Transportation, attendance, meal documentation, class rosters, contact list for all staff/parents/guardians etc.
  9. Contact parents if student is not showing up for the program
  10. Liaise with Program Director to handle discipline and other issues
  11. Other duties as assigned
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