Proposal for In-Person Fellowship Placement • Summer 2022

If conditions allow, PPSF will offer in-person fellowships in the summer of 2022. In the event that in-person summer placements are not approved by Yale University, prospective sites will be notified and asked to modify proposals to reflect remote work.

- Organization: Youth Entrepreneurs

- Organization’s street address: 1441 Dixwell Ave, Hamden, CT 06514

- Website: https://youthentrepreneursct.com/

- Name and title of person who will be the Fellow’s direct supervisor (the supervisor must be available to supervise Fellow on a daily basis): Laquita Joyner-McGraw

- Phone number and e-mail address of proposed direct supervisor (please note: during the application process, we encourage prospective Fellows to contact organizations directly with any questions about organization placements or projects): 203-314-5335 laquitamcgraw@youthentrepreneursct.com

- Placement dates (8-11 weeks between Tuesday, May 31 and Friday, August 12, 2022): May 31-August 12, 2022

- Are placement dates flexible? If so, please describe: No

- Proposed work schedule (placements should be equivalent to full-time and not more than 37.5 hours/week): Monday- Friday from 8:00am-3:30pm Or 8:30am-4pm

Placement Description

Organization description (mission statement, population served. 150 words or less.): Youth Entrepreneurs is a nonprofit organization cultivating “Generation Genius”. Youth Entrepreneurs aims to provide entrepreneurship, leadership, and college prep programs to strengthen and empower youth and adults in underserved communities as they contribute to the economies that support them. Youth Entrepreneurs prioritize serving the marginalized underserved who face persistent and significant barriers because of structural racism and sexism.

- Write a 1-2 sentence summary of the proposed work for a summer 2022 Fellow: Youth Entrepreneurs provides a summer enrichment program for New Haven’s Public High School students, with an overarching goal to encourage and support promising young scholars to pursue careers in Entrepreneurship, STEM, and Social Justice. This will open doors for middle and high school students to explore other opportunities that may not have experienced.
• 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.*)

Specific Project:

Youth Entrepreneurs will be providing a 6 week summer enrichment program that will consist of 2-week residential opportunity.

Duties expected of the Fellow:

The Fellow will serve as Site Director for Youth Entrepreneurs residential/day summer enrichment program in New Haven on the beautiful campus of Southern University. The Fellow will be responsible for managing all aspects of the residential/day program including by not limited to residing on campus with the students. The Fellow must be highly organized, creative, flexible, and able to manage several different projects successfully.

_Summer Program_

• Maintain current and establish new relationships with local universities, colleges, and school districts in an effort to build a recruiting network and increase candidate pool.
• Recruit and hire a diverse team of qualified individuals in conjunction with the Program Director (up to 5 college interns and 2 part-time) ensuring proper background checks and clearances are complete prior to start of summer program.
• Create a project timeline for the summer enrollment process and manage deadlines as necessary.
• Enroll and ensure proper paperwork
• Maintain communication with Program Director about enrollment, team development and data collection throughout the year.
• Reside on-campus with students
• Facilitate lectures
• Developing a curriculum with level-appropriate leisure and recreational activities.
• Planning daily activities and creating activity schedules.
• Presenting enrichment program information to prospective clients, when required.
• Overseeing staff accommodations, and meals, as well as ensuring the wellbeing of students.
• Managing the allocated budget, as well as ordering equipment and supplies.
• Modifying activities for students with special needs.
• Ensuring safe practices and a healthy program environment.
• Keeping records and documenting processes.
• All other duties as assigned

The site director, in addition to above responsibilities, will be responsible for management of the daily activities of the program. As well, the Site director will be responsible for overall office management and operations.

• List specific skills/experience required for the project:
Have an interest in STEM, Entrepreneurship, Social Justice, and an interest in working with Youth. Experience with facilitating lectures.

• Additional requirements (e.g. a car or weekend working hours). If a car is required, include information regarding parking arrangements and mileage reimbursement): Site is hosted at Southern Connecticut State University. The site director is expected to stay overnight in the dorms with students and work the weekend shift. Room and board will be provided for two weeks for the residential portion of the program. Parking pass will be provided and mileage during work hours will be reimbursed.

• 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. N/A
Generation Genius

YALE FELLOWSHIP POSITION

Youth Entrepreneurs Inc
Summer Enrichment Program 2022
Summer Enrichment Program 2022

Youth Entrepreneurs is a nonprofit organization cultivating “Generation Genius”. Youth Entrepreneurs aims to provide entrepreneurship, leadership, and college prep programs to strengthen and empower youth and adults in underserved communities as they contribute to the economies that support them. Youth Entrepreneurs prioritize serving the marginalized underserved who face persistent and significant barriers because of structural racism and sexism.

Youth Entrepreneur:

Site Director Position

*Job Description:*
YE is currently seeking a Site Director for their residential/day summer enrichment program in New Haven on the beautiful campus of Southern University. The Site Director is responsible for managing all aspects of the residential program including by not limited to staying on site at the university. All applicants must be highly organized, creative, flexible, and able to manage several different projects successfully. The ideal applicant will be innovative, dedicated, and possess excellent communication (written and oral) and interpersonal skills.

The primary duties of the Site Director are as follows:

Timeline
May 31, 2022 - August 12, 2022
Tentative summer program will start July 5-August 6.

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Duties expected of the Fellow:

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_Summer Program_

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- Modifying activities for students with special needs.
- Ensuring safe practices and a healthy program environment.
- Keeping records and documenting processes.
- All other duties as assigned

The site director, in addition to above responsibilities, will be responsible for management of the daily activities of the program. As well, the Site director will be responsible for overall office management and operations.

*Requirements:

- All applicants must be enrolled at Yale University ‘s undergraduate and graduate program
- All applicants must have classroom experience
- All applicants must have a background or experience in urban education and working with urban youth
- Administrative/management experience preferred
- Experience in curriculum development preferred
- Experience recruiting, interviewing, and hiring staff
- Ability to sleep overnight during the 2-week residential program; work evenings and weekends as needed.
- Spanish language proficiency preferred
- Data collection and grant writing and reporting preferred
Job Type: Full-time Fellowship position

Youth Entrepreneurs Inc hopes you will join our efforts to ensure minority students have an opportunity to be college- and career-ready.

Please call or email me at laquitamcgraw@youthentrepreneursct.com or 203-314-5335 to get started.

Sincerely
Laquita Joyner-McGraw