

Yale University

President's Public Service Fellowship

Proposal for Fellowship Placement Summer 2024

Organization information

<i>Name of organization</i>	Solar Youth, Inc.
<i>Full street address</i>	53 Wayfarer Street, New Haven, 06515
<i>Website or link to social media page</i>	www.solaryouth.org

PPSF Fellow's direct supervisor

<i>Name</i>	Candace Wright
<i>Title</i>	Executive Director
<i>Cell phone number</i>	(203) 387-4189
<i>E-mail address</i>	candace@solaryouth.org

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

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

Kathy Trinh, Lead Executive Assistant, kathy@solaryouth.org, Office #: (203) 387-4189

Placement dates (8-11 weeks between Tuesday, May 28, 2024 through Friday, August 9, 2024)

Tuesday, May 28, 2024 through Friday, August 9, 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, 8:00am - 4:00pm during Summer camp

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 on Fridays.

Organization description

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.

To learn more about Solar Youth, including our Cycle of Stewardship and program model, visit www.solaryouth.org/who-we-are.

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 2024 Summer Camp. As Enrollment & Outreach Coordinator, 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 conflicts or 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.

As Enrollment & Outreach Coordinator, 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 2024. 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 2023, Solar Youth served 128 youth ages 4-17, with a 125% increase in camp enrollment, 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 camp site, 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.

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

The Fellow must have a reliable form of transportation to and from the site of Summer Camp. Because the Fellow will also be a floater educator for Summer Camp, Solar Youth requires proof of a recent physical examination. If needed, Solar Youth will cover the cost of a physical appointment.

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

In the past, Yale PPSF Fellows have 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.