

# Yale University

## President's Public Service Fellowship

### Proposal for Fellowship Placement Summer 2024

---

#### Organization information

<i>Name of organization</i>	New Haven Reads
<i>Full street address</i>	45 Bristol Street, New Haven, CT 06511
<i>Website or link to social media page</i>	<a href="http://www.newhavenreads.org">www.newhavenreads.org</a> , <a href="https://www.facebook.com/newhavenreads">www.facebook.com/newhavenreads</a> , <a href="https://www.instagram.com/newhavenreads">www.instagram.com/newhavenreads</a>

#### PPSF Fellow's direct supervisor

<i>Name</i>	Hayley K. Herrington
<i>Title</i>	Education Director
<i>Cell phone number</i>	(203) 859-8741
<i>E-mail address</i>	<a href="mailto:hayley@newhavenreads.org">hayley@newhavenreads.org</a>

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

- Send an e-mail to set up a 15-meeting phone call to discuss

**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?**

We would be happy to welcome a Fellow any time during the summer. Once the 2024 NHR Summer Session begins on Monday, July 1st, however, the Fellow's daily attendance will be critical for the remainder of the summer to ensure the continuity of our program for the students.

**Proposed work schedule (*work week should equal (and not exceed) 37.5 hours per week*)**

Monday 11:30 am – 7:30 pm  
Tuesday 11:30 am – 5:00 pm  
Wednesday 11:30 am – 7:30 pm  
Thursday-Friday 10:30 am – 6:30 pm

**If a hybrid schedule is offered at your site, please describe:**

Not applicable

**Organization description (*mission statement, population served. 1,000 characters or less*)**

New Haven Reads, founded to “share the joy and power of reading,” increases the literacy skills of aspiring readers to empower their academic success by providing individually tailored one-on-one after-school tutoring, educational family support, and a community book bank, all at no cost to participants. Our students join us from every New Haven neighborhood and nearly every school in New Haven. Free books are packed for social service agencies, homeless shelters, teachers, and other community programs. Students in grades 1 – 12 attend individualized literacy tutoring sessions once or twice each week. Our Pre-K/Kindergarten Program offers small group instruction to beginning readers.

During the summer, we also run small-group enrichment activities, which have included math, chess, science clubs, drama, puzzles and art programs. All activities take place at one of our 3 NHR sites – 45 Bristol Street, 5 Science Park, and 85 Willow Street.

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

In addition to various administrative tasks and creative projects, the PPSF will develop relationships with our community's students through the provision of literacy tutoring and the implementation of summer clubs. He or she will also

support the growth of the Book Bank by sorting and shelving incoming book donations.

**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 our tutoring program and the book bank operation.

This person will be scheduled to work with specific children each day in our tutoring program and, with the regular weekly schedule, will be able to develop relationships with individual children.

Working with our Book Bank Director, the PPSF will help sort and shelve book donations that come in. He or she may also put together book orders for various organizations across the community.

The PPSF Fellow will plan, organize, and help run enrichment clubs in areas of his or her interest or expertise during our summer session. This would require creating lesson plans, working with assistants, and overseeing the implementation of the lessons. Clubs that have run in the past include math, chess, science, computer programming, art, theatre, and puzzles.

The Fellow may also be asked to help with a variety of administrative tasks (e.g. assessment data entry) or with a creative project (e.g. creating parent communications to advertise a summer field trip).

**List any specific skills/experience required for the project**

- > Love of reading
- > Good organizational 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
- > Ability to maintain good records for the Book Bank (distribution and donation information, maintenance of accurate daily logs, etc.)
- > Knowledge of Excel is helpful, but not necessary
- > Spanish, a plus
- > Lots of energy
- > Patience and flexibility
- > Sense of humor

**Additional requirements**

All NHR tutors 18 and older, are asked to complete and pass a background check before they may begin working with students.

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

Yale students volunteer throughout the school year with us. Members of the Yale Reading Corps tutor for us as an approved Yale Federal work-study site.

Both our Yale literacy tutors and community volunteers perform numerous invaluable services for us: tutoring, organizing and sorting books, 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 and community organizations. The Yale FOCUS program sends a group to the Book Bank each fall. Many Yale students donate books to us. We are affiliated with Dwight Hall at Yale.

Our PPSF Fellows 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 and student file management system.