Puentes Hacia el Futuro

Puentes de Salud – CPGC Fellowship Description 2016-2017

Fellowship Goals
The fellowship year will be completed at Puentes Hacia el Futuro, Puentes de Salud’s education program that provides support to children in South Philadelphia through educational initiatives, programming, and partnerships. Goals for the fellowship are designed to ensure the programs fulfill Haverford House’s concept of theoretical learning and a professional employment environment. We aim to create a community immersion year in which both the fellow and the community grow together in a mutually beneficial experience. The fellowship will highlight Puentes de Salud’s mission to promote the health and wellness of South Philadelphia’s rapidly growing Latino immigrant population through high-quality health care, innovative educational programs, and community building. Some of the programs the fellow may work with: Summer Literacy camp, After-school program for K-8 grades, art program, school clubs, adolescent groups, early childhood education, yoga class, health clinic, and other health and wellness programs.

Professional Development
Professional development at Puentes de Salud will provide ongoing support through community involvement and non profit training. Individual activities will be tailored to the fellows’ interests to enhance the overall fellowship experience. Activities include:
I. The fellow will attend Puentes de Salud monthly in-service trainings in which community issues are highlighted through focused topics and guest speakers
II. The fellow will have the opportunity to attend community events, workshops, and trainings provided by Puentes de Salud programs and partner organizations.

Responsibilities

Skills - Fellow is expected to demonstrate competence with subjects in education and/or public health, student group leadership, experience with children, and Microsoft office. Must be self-directed and work independently. Spanish proficiency is required.
Position reports to PHF Assistant Director.

Duties – Lead and organize PHF summer camp and PHF after-school program during school year. The fellow will be exposed to program management, team building, community organizing, direct and indirect areas of service in non-profit education.

Major areas of service
1. Work with other Puentes programs to provide services to children and families.
2. Manage PHF program volunteers and daily after-school program operations.
   Direct Service
   I. Community: Direct communication with parent, school, outside programs
   II. Students: Lead students in after-school program and other PHF programs.
   III. Volunteers: Work with director to manage internships
Administrative

I. Community: Prepare and process all documentation for family services
II. Students: Research and develop curricula and materials for programs.
III. Volunteers: Manage program email, prepare trainings, recruit, train, manage, and evaluate interns for tutoring and team leader roles.

Schedule

The fellowship hours and schedules will be divided into three sections of the program year:

I. Summer Literacy Camp Monday – Friday 9am-5pm June 27th – August 19th, 2016
II. Fall semester, Monday – Thursday 10am-6pm August 22nd – December 22nd, 2016
III. Spring semester, Monday – Thursday 10am-6pm January 4th – June 22nd, 2017

All hour requirements will be primarily completed at Puentes Hacia el Futuro. 32-hours are required per week. Schedule will be pre-arranged with Puentes Hacia el Futuro supervisor. Compensatory time will be made on an hour-for-hour basis. Some weekends and evenings may be required. Absences, vacation time, and sick leave will be followed as outlined in the Haverford House Personnel Policies 2013-2014.

Supervision

Orientation - The orientation process will introduce the fellow to Puentes de Salud’s mission and roles in the community through Puentes Hacia el Futuro’s education initiatives. During the orientation process the fellow will be introduced and acquainted with Puentes de Salud personnel, policies, and organizational structure. The fellow will attend a Puentes de Salud volunteer training, a Puentes Hacia el Futuro summer program orientation session, and school year orientation and training sessions for interns and volunteers held twice per semester.

Supervision - Meetings will be held between fellow and supervisor to discuss progress, work issues, goals, and conduct/plan for on-going training. Weekly meetings will be held during the first month of each semester and monthly during the remaining months of the fellowship.

Evaluations - In accordance with Haverford House evaluation process, there will be three meetings to discuss performance and progress. There will be an August progress report, mid-year December performance review and end-year June performance review.