

HSSI Summer Program Fellow Description - 2019

The [High School Support Initiative](#) (HSSI) connects Stanford students with high school students from local historically marginalized communities as tutors, mentors and academic supports. The program aims to empower local youth to excel academically, to take advantage of programs offered in their schools and to become advocates for themselves and their families. At the same time, it offers Stanford students the chance to engage in a meaningful educational service experience.

Summer Saturdays at Stanford is a program for 30-35 youth from HSSI's partner high schools with the goals for youth to 1) gain skills for use in school and their future; 2) explore parts of the Bay Area; and 3) make new friends. This is accomplished through full day sessions on Saturdays in the summer, including field trips and workshops and mentoring provided by Stanford student volunteers.

The **HSSI Summer Program Fellows (2 to be hired)**, supervised by the High School Program Director, will play an important role in supporting Summer Saturdays at Stanford as well as participating in a program partnership with the East Palo Alto Stanford Academy (EPASA), another Haas Center education program.

Roles and Responsibilities

The summer work falls into two main areas and a third miscellaneous area:

- Youth work
 - Mentoring and working with high school students in HSSI Summer Saturdays at Stanford
 - Mentor and work with a high school intern who is supporting EPASA (during weekdays)
 - Working alongside EPASA Fellows to mentor and support EPASA middle school youth
- Program management
 - Planning and leading workshops and activities for Summer Saturdays at Stanford on topics such college access, career development
 - Planning field trips for Summer Saturdays - recreation and enrichment as well as community service project and college visit
 - Planning and leading recreational activities for EPASA summer youth
 - Supporting evaluation and feedback gathering for Summer Saturdays
- Other program support
 - Research and planning for HSSI school year. Especially looking at community and school context research
 - Other tasks that may come up related to the summer program

In addition to the summer work, there are spring responsibilities that are connected to the program:

- Assist with recruitment and outreach of Stanford student volunteers who will volunteer during the summer as mentors in Summer Saturdays at Stanford.
- Assist with the application and intake process of high school youth, mainly communicating with family members to follow up with administrative tasks
- Work with the program director to develop the programming for Summer Saturdays at Stanford, building on session plans from previous summers.

Required Commitments

Spring 2019

- **REQUIRED: Enroll in EDUC 102: Examining Social Structures, Power, and Educational Access (Fridays from 1:30 - 4:20pm) - taught by Priscila Garcia and Sophia Kim**
 - You will be required to complete one classroom observation at a local middle or high school.
 - You will also begin to design some of the summer workshops that you will be leading.
- Participate in 2-3 team planning meetings during spring quarter to plan for Summer Saturdays
- Volunteer at least once with EPASA (on a Saturday) to get to know the program and EPASA youth

Summer 2019

- Arrive to campus by noon on Sunday, 6/23/19 to move in and prepare for program start. Leave only after last day of program.
- 40 hour a week commitment Tuesday through Saturday with days off on Sunday and Monday
- Once a week weekday evening (most likely) video conference attendance - meeting with all volunteers for the Summer Saturdays program.
- Weekly supervision meeting with High School Program Director.
- Weekly team meeting for summer HSSI program team.

Summer Dates and Work Schedule

- Fellowship term: Monday, 6/24/19 - Friday, 8/2/19
- Important program dates
 - Summer Saturdays at Stanford dates - 5 Saturdays starting 6/29/19 - 7/27/19
 - EPASA program dates - Mon, 7/1 - Fri, 8/2
- Move in and out of dorms
 - Check in date in dorms - starting Wed, 6/19/19
 - Check out date in dorms - move out by 8/6/19

Priority Skills and Qualifications

- Experience developing, managing, and implementing youth programs.
- Interest in education equity issues, working in marginalized communities, working with youth of color. This could be personal interest, work experience and/ or demonstrated coursework.
- Excellent written, verbal, and interpersonal communication skills
- Demonstrated self-reflection and application of a culturally humble approach to public service

Additional Qualifications

- Experience leading a team, group, or project.
- Ability to think creatively and problem solve.
- Excellent organization skills, including comfort and facility with Google apps.
- Driver's license for driving on errands.
- Verbal and written fluency in Spanish or Tongan would be a plus.

Fellowship Award

HSSI Fellows will receive a \$2800 stipend, payable in two installments. Room and board on campus (location TBD) is included in the Fellowship at no extra charge.

Application Requirements and Process

To apply, fill out the [application](#) by Monday, 2/18/19, 11:59pm. The application consists of

- Basic information about you
- Answers to essay questions
- Two references (staff/ faculty member, on or off campus)
- Copy of a recent resume

Timeline

- Application deadline - Monday, 2/18/19, 11:59pm
- Interviews (individually with an HSSI hiring committee) - week of 2/25/19
- Decision of Fellowship offer - by Friday, 3/8/19

For those who seek assistance, advising is offered to help students develop their applications. For more information about the program, visit the Bing Information Resource Center (BIRC) on the first floor of the Haas Center or contact Sophia Kim, High School Program Director.