AmeriCorps Fellow Job Description

Organization: Concerned Mothers  
Project Title: The Tent Project  
Project Site: Institute for Urban and Minority Education  
Project Director: Olaiya Deen  
Start Date: Early September 2009  
Project Length: 47 weeks  
Job Title: Program Developer

Project Description:
In their community work with School District 3 and 5 in Harlem, the Concerned Mothers, an informal group of organized advocates, have noticed that there is a high rate of homeless children who attend area schools, and that these children tend to have a difficult time transitioning into school both emotionally and academically. In an effort to support these families, the parent organization has partnered with the Institute of Urban and Minority Education to provide educational workshops to area homeless shelters. The goal of The Tent Project is to provide homeless families with supplementary education services that both aid in the continuing education of low-income parents and support the healthy development of their children.

With the help of an AmeriCorps Fellow (Program Developer), Concern Mothers will first develop a comprehensive understanding of the needs and challenges of homeless families in the area, and then begin to develop services (workshops primarily) that meet the needs of these families. Like a portable shelter of services, The Tent Project will provide research, assessment and workshop coordination during the fall 2009 semester, while also providing service delivery during the spring 2010 semester. Preliminary workshop topics include: understanding current landlord-tenant law; continuing adult education opportunities; and early childhood education and parenting skill development.

Fellow Tasks and Responsibilities:
- Gather current research data on state of homelessness in NYC.
- Conduct needs assessment of participating homeless shelter population.
- Develop a brief report (3-5 pages) on findings and recommendations.
- Work with Project Director to revise parent organization mission statement, project description and work plan.
- Establish and maintain records and filing system at IUME office location.
- Assist Project Director in constructing The Tent Project program budget.
- Assist Project Director in identifying family shelters within the Upper Manhattan area interested in partnership.
- Work closely with shelter directors to develop workshop contractual agreements (Memorandum of Understanding).
- Assist in the development of workshop curriculum, and calendar coordination.
- Responsible for promotion of workshops within shelters, and material distribution.
- Responsible for documenting workshops (i.e. video, pictures, program summaries, etc.).
**Skills and Qualifications:**
- Experience working with homeless families is a plus.
- Experiences in program planning and development.
- Ability to work with diverse populations.
- Well organized and has great attention to detail.
- Excellent writing and communication skills.
- Independent worker and takes initiative.
- High energy and good sense of humor.

**Additional Information:**
Fellow should be willing to travel throughout the Harlem area, and have the ability to work some evenings and weekends. Fellow will be supervised by the Project Director / Founder of Concerned Mothers.

Students interested in applying for this community project should send a cover letter and resume to:

Veronica Holly  
Assistant Director  
Institute for Urban and Minority Education  
Teachers College, Columbia University  
2090 Adam Clayton Powell Jr. Blvd.  
Edmund W. Gordon Campus, 8th Floor  
New York, New York 10027  
212-678-3413 Tel  
212-678-4137 Fax  
Holly@tc.edu  
http://iume.tc.columbia.edu/