



Princeton
Internships in
Civic
Service

PICS 2010 Internship Description

Organization Name: Umoja Student Development Corporation

Internship Location: 2935 W. Polk St. Chicago, IL 60610

Required Dates: Yes No If yes, internship must start on: 6/15/2009 and end on 8/15/2009 or must include the period:

Housing Will Be Available to Intern: Yes No If yes, housing will be free: or housing will cost the student:

Expected working schedule for this internship:

Start Time: 8:30am End Time: 5:00pm
Lunch break: 60 minutes (duration) (specific time, if applicable)

Additional Information, if necessary: The intern's schedule may vary a degree as he/she may be supporting a few specially scheduled events during the summer internship.

(Please indicate if any of the preparation work will take place outside of the regular work schedule)

Organization Description

Please describe your organization briefly, including mission statement, activities, size etc. Please also explain the benefit that will be derived by your organization by sponsoring a Princeton intern.

Our Mission Statement:

Umoja Student Development Corporation (Umoja) equips young people to succeed in college and confidently claim their future. We do this by building a web of dynamic relationships where schools, families and communities partner to bridge the gap between the talents and ambitions of low-income young people and the resources they need to thrive.

Umoja was founded in 1997 to link the educational efforts of Manley Career Academy High School (Manley) to the broader community and to serve as an advocate for the school's young people. By cultivating partnerships with schools and organizations on the West Side and throughout Chicago, Umoja works to create relationship-rich

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environments where schools, families and communities work together to foster confident and motivated young people who understand and achieve their educational and career goals.

Manley is located in the North Lawndale community on Chicago's West Side, a community that is 94% African American. Manley Career Academy is 100% African American with 98% percent of the students receiving free or reduced lunch as a result of their low income status. Umoja currently has 22 full time staff and has gradually developed into an organization that serves the more than 1,100 high school students at Manley High School, more than 200 Manley graduates, and more than 500 additional students through our partnership with ACE Tech Charter School.

We are devoted to the holistic development of students and frame our work through four focal points. These include academic rigor, leadership and citizenship, social/personal development and post-secondary education. Much of our work is providing direct service to students by developing and implementing leadership groups, providing academic supports through programs like the Academic Resource Center, assisting students as they pursue post-secondary education through our college and career office and writing and implementing a holistic themed curriculum (academic skill building, social/emotional support, leadership development and post-secondary planning) that is shared with students through the teachers and classrooms during student development programming.

We also work to enrich and enhance the school culture of our partner schools. We do this by offering and facilitating professional development sessions with staff members and providing teacher coaching. One of our newest initiatives is Umoja University, where we assist student development teams from Chicago Public Schools to formulate a student development action plan that focuses on addressing the specific needs of the students of their school for the coming school year.

An intern will not only be a welcome addition to our team by adding a fresh perspective to our planning, but have proven to be an essential part of our staffing structure for our summer programming in the past. We view our interns as members of the Umoja "team", value their insights and ideas, and give them meaningful roles and responsibilities throughout the summer.

Internship Description

Describe in detail the work or project will do; please be as specific as possible. Please also explain the benefit that a student will obtain by interning with your organization.

For the summer of 2010, the primary area of involvement for the PICS intern for Umoja Student Development Corporation will be in providing planning, administrative and implementation support to one of Umoja's newest initiatives: Umoja University (UU). A cutting edge urban youth development / urban education initiative, UU is an intensive one week training and professional development experience for teams of educators, counselors and youth development professionals from partnering high schools across the city of Chicago. Through UU, school teams will be exposed to a range of activities, curricula, and strategies for enriching school culture and creating a plan for holistically engaging students in the areas of post-secondary preparation, leadership development, social and emotional health and academic achievement. The summer 2010 will mark the third year of UU. The PICS intern will

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assist in planning for the event, securing vendors, marketing and communicating with participants and schools, creating and compiling event workbooks and materials, and researching and editing curriculum. The intern will also participate in UU team meetings, document planning and event sessions and support the overall implementation of the week-long event as a member of the UU team. The PICS interns from previous summers compiled detailed documents that will aid our planning of UU for years to come.

A secondary area of involvement for the PICS intern will be with the Community Builders (CB) internship, a six-week intensive internship for high school students from the West side of Chicago. CB represents a powerful synthesis of Umoja's organizational best practices, as it brings together the best of our academic enrichment, leadership, and college and career programming. Approximately 30 high school students from our partner schools will work in groups to explore issues that affect them and their communities. CB gives students real work experience and challenges them to stretch intellectually and academically. The curriculum promotes community awareness and engagement as well as individual and social growth. The PICS intern's role could include some planning and administrative support, general exposure, and staffing assistance to the internship program, particularly the leadership development and college and career readiness types of activities.

In summary, specific roles and responsibilities for the PICS intern will primarily include a combination of planning and administrative support for UU as well as some direct interaction with the CB participants and internship. On both fronts, the intern will have an opportunity to see and contribute to dynamic programming and play a critical administrative role. We won't have a clear idea of the exact time break down for the PICS intern, in terms of proportion of work time spent at each of the summer programs, but it will be clearly weighted toward Umoja University as the primary area of responsibility. We will try to balance our organizational staffing needs with skills

Intern Qualifications

Describe any particular skills, background, or qualities you are seeking in an intern.

The intern position most importantly requires an energetic and creative individual who cares about young people, schools, and communities and is excited about working with a diverse group of students, teachers and Umoja staff. The intern will draw heavily on his or her ability to communicate effectively with a variety of populations including students, teachers, Umoja staff, vendors and the larger community. Excellent organizational and time management skills and the administrative capacity to handle multiple tasks simultaneously are very important.

The responsibilities and expectations will be clearly communicated and agreed to by all involved, but flexibility will be needed to ensure success. Additionally, we would appreciate someone who is outgoing and willing to jump right into work with the Umoja team with a high level of energy, enthusiasm and self-awareness. A PICS internship at Umoja would be especially engaging for an individual with an interest in youth development, urban education, psychology, social work, community studies, sociology, and/or anthropology.

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