



Princeton  
Internships in  
Civic  
Service

## **PICS 2010 Internship Description**

**Organization Name:** Young Scholars Charter School

**Internship Location:** Philadelphia, PA

**Required Dates:** Yes  No  If yes, internship must start on: \_\_\_\_\_ and end on \_\_\_\_\_ 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: 4:30pm  
Lunch break: 30 min (duration)                      (specific time, if applicable)

### **Additional Information, if necessary:**

(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.*

*Mission Statement:* Young Scholars prepares middle school students to attend and succeed academically in the best high schools and colleges; and Young Scholars provides our students with a foundation of life skills required to become productive members of their communities.

*Vision Statement:* Young Scholars exists to close the achievement gap in Philadelphia and to contribute to national efforts to eradicate educational inequity.

Young Scholars provides traditionally underserved inner-city students with a meaningful, high-quality educational experience allowing them to:

- 1) achieve at the same level as their suburban student counterparts
- 2) attend and succeed in college
- 3) become lifelong learners and tomorrow's leaders.

Princeton Internships in Civic Service is administered by the  
Princeton University Class of 1969 Community Service Fund.

12 Stockton Street  
Princeton, NJ 08540  
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## Staff Core Values

Young Scholars Charter School's core values were developed by identifying the traits of effective educators and administrators that lead to impressive results in student achievement. These core values reflect how we should operate individually and collectively to most efficiently and tenaciously meet and exceed our goals as an educational institution.

### **Outrageous Achievement, No Excuses**

We exist to close the achievement gap in Philadelphia and to contribute to national efforts to eradicate educational inequity. We can only do this by holding the highest expectations for ourselves and our students. We are only as good as our results. If our students are not performing at or above grade level and being accepted to top high schools, we're simply not doing our job. We are not satisfied with relative results, such as better than last year or better than the neighborhood school. We are always driving to exceed expectations. We set ambitious, measurable goals and obsess over data to target what we are doing well and where we must improve. We embrace accountability at all times and at all levels. The relentless pursuit of student achievement is our primary focus – it is our *raison d'être*.

### **People are Paramount**

We can only achieve outrageous achievement if our staff is talented, dedicated, valued and supported. We put a great amount of effort into recruiting and selecting the best people and then investing in each individual to develop and retain them as a team member. Our work environment is professional, collaborative and supportive. Team members work hard, recognize individual and collective achievements, have a voice and are equipped with the tools required to be successful in their role and ultimately lead our students and school to new heights.

### **Teamwork is an Exponent to Impact**

When we work as a team we increase our impact exponentially. We are connected through our work as educators and view student achievement as our common purpose. We care about each other and treat each other with respect. We celebrate our differences, share our strengths and greet feedback and new ideas openly. We stay the course, are supportive and hold each other accountable to the consistency that is necessary to carry out our model. Our team members take collective responsibility for our mission.

### **Students First**

Educating students is our top priority. We commit to doing whatever it takes to equip each child with the skills necessary to access limitless opportunity. We commit to continuously learning and improving as educators and incorporate feedback quickly into our practice. We do not avoid or delay difficult conversations and we face issues holding us back head on. We seek out professional development opportunities, collaborate regularly and take the initiative to improve on a daily basis for the benefit of our kids and school. It is a privilege to work with our students and make a difference in their lives. We must remember this everyday and keep it at the front of our minds with every decision that we make.

### **Details Deliver**

Success doesn't just happen; it is a result of intensive, purposeful planning. Our students suffer when we fail to plan. We do not leave anything to chance. We are over prepared, absurdly organized and see consistency and timeliness as critical to ensuring the smooth and predictable overall function of our environment. Attention to detail is the difference between good and amazing. We commit to sweating the small stuff to guarantee that we achieve our outcomes.

### **Fun and Balance**

We love our jobs and we love life. We must take the time to find joy in our work everyday and to also maintain balance between our personal and professional responsibilities. The work that we do is high stakes and extremely serious, but we believe that we will never create lasting, sustainable impact if we don't have fun along the way. We commit to working hard, but we must also recognize and celebrate the importance of personal, family and community responsibilities and commitments.

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Young Scholars seeks to broaden our impact by serving as many students as possible and working with other like-minded organizations.

### **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.*

#### **Young Scholars Charter School**

*Assist Young Scholars with the following school administration tasks:*

1) Tutoring Students/Classroom Support

- Tutor students after school to assist with preparation for final exams during the final three weeks of school
- Assist teachers in the classroom during our summer school program and provide additional support to students during group and individual work

2) Parent Communication

- Compose and mail letters to families communicating important information about summer school and the upcoming school year
- Create month to month calendars for families with important dates for the upcoming school year
- Contact parents via phone and email about their child's records and announcements related to ongoing events

2) High School Placement

- SSAT and Study Skills Course prep with the Director of High School Placement
- High school admissions research

3) 8<sup>th</sup> Grade Graduation

- Assist Director of Operations in planning and executing 8<sup>th</sup> Grade Graduation
- Create programs, certificates, awards, and assist with 8<sup>th</sup> Grade Speaker competition

4) Development Office

- Grant writing and grant research
- Corporate donor prospecting
- Donor database administration

5) Assistance to School Director

- Administrative assistance to School Director with school-wide mailings, benchmark test data entry & analysis, student record & student assessment filing
- Teacher & student schedule creation

### **Intern Qualifications**

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

- 1) Interest in urban education and desire to contribute to efforts to eradicate educational inequity
- 2) Ability to lead student groups and effectively tutor and work with students in an academic setting
- 3) Strong administrative skills, i.e., being organized and detailed oriented, and possess strong writing, computer, and interpersonal skills
- 4) Ability to multi-task, manage time effectively, be a team player and have openness to pitch-in on a variety of tasks when necessary
- 5) Sense of humor is a plus!

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