Mission Statement:
Center for Family Services (CFS) is a nonprofit human service agency in Camden County New Jersey. The universal goal of this multi-faceted agency is to strengthen families and provide a framework of options for them to gain self-sufficiency. It has been a provider of community social services or resources since July 1, 2000, but actually has established roots in the community for over 90 years. Center for Family Services provides a comprehensive approach to working with the families in Camden County and the city of Camden because families are in great need. Basic societal needs are not being met for a disturbingly high number of families in Camden County and the City of Camden. There is high unemployment, high crime rates, and depressed housing market conditions. Many families lack safety, food, and permanent shelter. Nutritious food may be difficult to obtain due to either finances or lack of accessibility. Rent is high and many homes are in poor living condition. If children and families don’t have those needs met, the only guarantee is that things will not change, for them or the general community.

CFS has been a Head Start provider since December 1, 2011. Head Start is a nurturing early childhood education program for children age’s three to five in Camden City and Camden County, New Jersey. The Head Start program provides stimulating activities and learning experiences that prepare children for success in kindergarten and beyond. Through a comprehensive and integrated approach, Head Start enhances the positive development of children and creates a strong support network for families. Increasing literacy skills and awareness is much of the focus in the Head Start classrooms. The program focuses on encouraging parental involvement, ensuring kindergarten readiness and increasing exposure to books and works.

Learning to read is the most essential and fundamental skill for academic achievement and future success. Reading on grade level by the end of third grade is the number one predictor of long term educational success, because after third grade students pivot from learning to read to reading to learn. Literacy skills become essential for continued success in all subject areas. Early literacy skills are a key educational goal, yet an alarming two-thirds of all children nationally, and fourth-fifths of poor children, are not reading at grade level by the end of third. Born to Read is a program that works within the Head Start classroom and is specifically aimed at increasing early literacy skills and introducing children to new vocabulary. Born to Read Volunteers are currently placed at all 9 sites and in almost all of the classrooms. These volunteers spend time reading one-on-one with children on a weekly basis.

Today CFS provides Head Start services to 718 children in 9 centers during the academic school year. Three of the centers include Abbott classrooms and four of the centers offers wrap/extended day services. CFS Head Start services are provided in 3 centers during the summer sessions.

Internship Title:  Head Start School Readiness Fellow

On-site Supervisor/Co-educator:

REV: July 2014
Name: Gwendaline Houldsworth
Title: Head Start- Deputy Director
Email: ghouldsworth@centerffs.org
Telephone: 856-964-2100
Mailing Address: 500 Pine Street, Camden, NJ 08103
Physical Address (if different):

Additional Contact:
Kelly Fischer- Born To Read Program Coordinator
Kelly.fischer@centerffs.org
856-964-2100
500 Pine Street, Camden, NJ 08103

Duties/Project Description:
1. Head Start School Readiness Fellow will serve as in-class teacher support for 8 weeks in a Center For Family Services Head Start Site.
2. The will provide direct service with children:
   a. Help open the center in the morning, welcoming children and parents at drop-off;
   b. Teaching in classes and doing enrichment activities in small groups as assigned by teacher;
   c. Assisting in classrooms with individual students who need additional supports
   d. Striving to advance the intellectual and physical development of children
   e. Promoting active and healthy lifestyle through outdoor activities and health food choices
   f. Engaging in activities that improves children’s understanding and use of increasingly complex and varied vocabulary, their appreciation of books, their understanding of early math, their problem solving abilities, their social and emotional development and approaches to learning.
3. Use teachers’ lesson plans and plans from Teaching Strategies Gold to augment and improve continue the academic routine of the classes.
4. Engage in community service projects at Head Start Sites and in the broader Camden County. This includes assisting with the assembly of Summer Reading Packets.
5. Use positive classroom behavior management strategies.
6. Observe in classrooms to become familiar with classroom routines, materials, and major subjects.
7. Support school events that strengthen school/home connections.
8. Actively engage parents and the community to increase volunteerism at Head Start Sites.
9. Complete all Center for Family Services and Born to Read reports and other paperwork as required.
10. Participate in service learning projects. Attend all meetings and in-service trainings
11. Additional duties as required.

Qualifications:
1. Must pass all applicable background checks.
2. Must be able to:
   a. Communicate effectively, both orally and in writing.
   b. Be able to work independently and as a team member.
   c. Assist the teacher and other program staff in planning and implementing activities with children between the ages of three and five years.
   d. Establish and maintain effective working relationships with: teachers, site supervisors, students, parents, AmeriCorps Members, other Head Start staff and classroom volunteers.
   e. Follow the basic principles of Early Childhood Education established by Teaching Strategies Gold and the CLASS teaching system.
3. Must be able to navigate and travel independently to Head Start Centers and other Center for Family Services’ building sites.

Orientation Plan:
Attend Center for Family Services New Staff Orientation.
Attend Head Start Orientation Day.
Attend Born To Read Training.
Attend meetings, in-service and training sessions identified by your head start site.

Supervision/Mentor Schedule:
June 8th and 9th: Head Start Orientation and Born To Read Training
Center For Family Service New Staff Orientation TBD
Daily hours will be 8:00-4:00 Monday-Friday (flexibility as needed)

Non-English language requirement? Not required, but helpful. Spanish proficiency is a plus.

Working Conditions:
Intern will be placed in a classroom with 2 teachers and 15-20 preschool children. While performing the service activities, intern may be exposed to weather conditions including rain and humidity. The noise level in the service environment is usually moderate to loud.

Preparation: Recommended reading:

Teaching Kids to Read: Ted Hirsch (see attached)
Reading aloud to children the Evidence: (see attached)
This Is How Behind Low-Income Children Can Be When They Enter Kindergarten (see attached)

REV: July 2014
Is the organizational accessible via public transportation? **YES / NO**

Does the internship require use of personal vehicle? Yes/ No / **No, but encouraged**