Camden City School District: Division of Family and Community Engagement  
Camden, NJ

Mission Statement:
The Camden City School District (CCSD) is currently undergoing a transformation process that aims to enrich the lives of both Camden students and the community at-large. In order to realize this goal, the district must have a robust strategy for engaging families and collaborating with community partners. With a strong focus on sustainable and scalable programming, resources that meet the needs of families, and strategic partnerships, the Division of Family and Community Engagement (FACE) is building an organizational structure to link the community to positive student outcomes.

Our ultimate mission is to build and sustain an organizational structure that will allow us to connect caregivers to meaningful tools and resources that build their knowledge and skills, and ultimately empower families to facilitate and sustain positive student outcomes.

The Division of Family & Community Engagement believes that we can accomplish this goal by developing dynamic school-based programming, creating strong community partnerships and engaging in comprehensive district-wide initiatives. All three of these programmatic elements require additional talent as support, moving forward.

Internship Title: Family & Community Engagement Junior Servant Leader (JSL)

On-site Supervisor/Co-educator:
Name: Aida Figueroa  
Title: Family & Community Engagement Liaison  
Email: afigueroa@camden.k12.nj.us  
Telephone: 856-966-2000 x38728  
Mailing Address: 201 N. Front Street, 3rd Floor, Camden, NJ 08102

Additional Contact:
Name: Elvin Martinez  
Title: Special Assistant  
Email: elvinmartinez@camden.k12.nj.us  
Telephone: 856-966-2000 x38312  
Mailing Address: 201 N. Front Street, 3rd Floor, Camden, NJ 08102

Duties/Project Description:
The FACE Internship Program is intended for top undergraduate and graduate students with the opportunity to gain practical experience within Camden City School District, an urban K-12 school district currently undergoing transformation. This 8-10 week program will integrate interns with valuable professional development experience. Interns will have the chance to benefit from skill-building grassroots organizing training and activities, community engagement meetings and networking opportunities. The internship will also include the opportunity to work in support of the operation of the Camden City School District through projects currently supporting Camden Commitment initiatives. Through these roles the student will be provided with the opportunity to work directly with local businesses, community-based organizations, city government departments, and faith-based organizations, as well as with community members and families.

Duties Include:
- Attend a FACE-led training, to be held at the beginning of the program to learn about grassroots organizing and best-practices for community engagement efforts.
- Assist in developing and implementing outreach strategies for assigned districts within the City of Camden.
- Assist in planning and hosting major events for the Division of Family & Community Engagement.
- Assist in the recruitment, coaching, and development of a volunteer-base who will work together to hold outreach events.
- Support the recruitment of parents and family members, through canvassing and outreach efforts, for community meetings, community centers and other family/parent-focused initiatives.
- Attend community engagement events, during evenings and weekends, as necessary.
- Foster relationships with other community organizations by cross-analyzing missions and seeking opportunities to partner.

REV: July 2014
• Use social networks to help amplify our message and talk about the work that we do.
• Maintain meticulous data on activity.

Qualifications:
• Flexible
• Hard working
• Strong interpersonal skills
• Strong critical thinking and writing skills
• Organized
• Self-motivated
• Goal and metrics driven

Orientation Plan:

<table>
<thead>
<tr>
<th>Day 1</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30-10:00</td>
<td>Breakfast</td>
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<tr>
<td>10:00-10:30</td>
<td>Ice Breaker</td>
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<tr>
<td>10:30-11:30</td>
<td>Life Maps</td>
<td></td>
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<tr>
<td>11:30-12:30</td>
<td>Orientation and Program Overview</td>
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<tr>
<td>12:30-1:15</td>
<td>Lunch</td>
<td></td>
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<tr>
<td>1:15-2:00</td>
<td>Expectations &amp; Norms, Day In-the-life</td>
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<tr>
<td>2:00-3:00</td>
<td>Tour of Camden</td>
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<tr>
<td>3:00-4:00</td>
<td>Tour Discussion</td>
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<table>
<thead>
<tr>
<th>Day 2</th>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>9:30-10:00</td>
<td>Breakfast</td>
<td></td>
</tr>
<tr>
<td>10:00-12:30</td>
<td>Waiting for Superman Movie</td>
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<tr>
<td>12:30-1:30</td>
<td>Lunch &amp; Movie Discussion</td>
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<tr>
<td>1:30-2:30</td>
<td>Communications</td>
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<td>2:30-3:00</td>
<td>Affirmative Action</td>
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<tr>
<td>3:00-4:00</td>
<td>Logistical Updates: Finger Printing, HR Documents, etc.</td>
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Supervision/Mentor Schedule:
JSLs will be supervised and mentored by Ms. Aida Figueroa & Mr. Elvin Martinez, and will engage in weekly Junior Servant Leadership Meetings, to include all JSLs, and will consist of regular updates, along with a Share & Learn activity.

Non-English language requirement? Spanish proficiency is valuable but not a requirement

Working Conditions:
JSLs will share a large office space and will receive a District laptop for use at the office. They will be required to do outreach work in the field, however, we will always ensure that they work in pairs, as they engage in this aspect of their work.

Preparation:
• Please read & review the Camden Commitment (available at: http://www.camden.k12.nj.us/apps/pages/index.jsp?uREC_ID=229399&type=d)
• Also helpful to review:
  o Camden After the Fall: Decline and Renewal in a Post-Industrial City by Howard Gillette, Jr.
  o Public Education in Camden, N.J.: From Inception to Integration by Fred Reiss, Ed.D.

Is the organizational accessible via public transportation? YES

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

REV: July 2014