



## ***Call for Interns and Volunteers At New Haven Non-Profit***

Gesell Institute of Human Development is a New Haven based non-profit focused on understanding how children grow and develop and using that knowledge to educate and support parents and teachers. Gesell programs and publications help parents, educators, psychologists, social workers, and other professionals in understanding the ages and stages of childhood and ensuring success for all children.

Gesell Institute is seeking motivated individuals to serve as Interns and Volunteers to provide support for upcoming and ongoing programs and projects including an October national Educational Leadership Conference focused on Early Childhood Education, a conference kick-off banquet also celebrating the Institute's 60<sup>th</sup> Anniversary, research efforts, and local community programs.

### ***Areas of Focus and Project Opportunities***

#### ***Public Relations/Event Planning***

Gesell Institute is planning a national conference to be held October 15, 2010, including a pre-conference evening banquet also celebrating the Institute's 60<sup>th</sup> Anniversary. The conference is geared toward leaders in early childhood education and includes experts in the field who are big name keynote speakers and panelists. Support is needed in the planning and implementation of the conference, and an organized, detail-oriented volunteer will have the opportunity to take part in this exciting national event! Projects for this effort may include the following, with direct supervision by conference coordinators but some amount of self-direction once the projects are underway.

- Confirm and follow up with speakers regarding topics and travel/accommodation needs
- Contact journals and other publications to include the conference in print and on-line calendars
- Track sponsorships and follow up as needed regarding sponsor selections/needs
- Draft copy for conference and banquet materials, invitations, and media releases
- Oversee Gesell Alumni outreach, correspondence, and contact
- Monitor online registration and follow up with registrants as needed
- Assist with various aspects of on-going preparation and coordination

#### ***Marketing/Business***

Gesell Institute offers training workshops for teachers to administer and score the Gesell Developmental Observation (GDO), as well as customized seminars for professional development and parent education. The institute also sells a wide variety of resources for teachers and parents (books, DVDs, pamphlets, assessment kits, and other materials). The Institute is revising the GDO and associated materials to include new data from the GDO Study, planned for Fall 2010 distribution. Interns help implement the Marketing Plan for these materials, to ensure that the product reaches the desired audience (teachers, principals, physicians, psychologists) using novel channels according to a timeline. Additionally, there are plans underway for the development of a new assessment tool guided by developmental theory, GDO Study pilot data, and responses from focus groups. Projects in this area may include the following.

- Complete market analysis for competing products
- Draft copy for mini website and other marketing materials; maintain mini site
- Revise, edit, and update Agency Brochure
- Coordinate focus groups regarding assessments, parent questions, etc.
- Coordinate calls to customers for sales
- Research, review, and analyze successful marketing plans

### ***Research***

Gesell Institute's current research efforts include a national study focused on the Gesell Developmental Observation (GDO) and a local community-based applied research project called the Parent-Teacher Connection Program (P-TCP). The GDO study has resulted in the collection of close to 2,000 assessments of children ages 2½ to 6 around the United States in order to gather baseline and exploratory data on the developmental behaviors and knowledge of young children. Research Interns and Volunteers have the opportunity to learn about data collection, research methodology, test design, preliminary data analysis, and applied community research. Projects in this area include the following.

- Check GDO and/or P-TCP data for accuracy
- Assist with qualitative coding of GDO Pilot data
- Conduct guided literature reviews
- Enter P-TCP data into SPSS
- Run basic descriptive analyses on P-TCP data
- Assist with data and administrative aspects of the P-TCP

### ***Qualifications and Qualities***

Skills and abilities necessary for these opportunities include attention to detail and exceptional organizational skills; proficiency with MS Office applications; persistence, thoroughness, and a strong work ethic; excellent communication skills; a good sense of humor; and the ability to multi-task, troubleshoot, and work well both independently and on a team.

### ***Additional Information***

Interns and volunteers work collaboratively with Institute Staff to complete projects related to their area of application and interest. There are a variety of opportunities as outlined above available immediately, for the summer and into Fall 2010. Successfully completing a volunteer commitment may lead to other, more permanent opportunities with the Institute. These opportunities may be part of an internship or volunteer experience, may be part-time or short-term, and may meet requirements for credit or other needed experiences. Interns will receive necessary on-site training. The work environment is passionate, committed to serving children, hard working, and enthusiastic. Interns who complete their commitment receive a certificate and/or college credits. Though these opportunities are typically unpaid, a small stipend may be available, particularly for conference support with a commitment to work with us through the conference date in October. Multiple intern positions are available on an on-going basis.

### ***For more information or to apply***

Please send an e-mail inquiry with current resume attached to Program Associate Ashley Firth at [ashley@gesellinstitute.org](mailto:ashley@gesellinstitute.org). Applications will be reviewed as received and interviews will be scheduled with the most qualified candidates on a rolling basis.