



HOWARD W. BISHOP MIDDLE SCHOOL

We are committed to the success of every student.

Position: Program Development – Howard W. Bishop Middle School’s Community Partnership School Volunteer Program

Location: Howard W. Bishop Middle School (Gainesville, FL)

Site Mentor and Supervisor: LaToya Jennings-Lopez, Director of Community Partnership School, Howard W. Bishop Middle School

Organization Description:

The Community Partnership School (CPS) model is a collective impact model that focuses on improving outcomes for students, families and communities through collaborative partnerships in Gainesville, Florida at Howard Bishop Middle School (HBMS). The CPS improves the lives of students, parents, teachers, faculty, staff and community members by engaging four key partners: the Children’s Home Society of Florida (CHS), the School Board of Alachua County (SBAC), the Alachua County Health Department (ACHD), the University of Florida (UF), and Santa Fe College (SF). The CPS at HBMS will provide services to an average of 30 families per month, most middle school students are aged 11-14, and most parents served are between the ages of 30-50.

The founding partners began implementation based on the model created by Children’s Aid Society, which prioritizes a rich instructional program for students and academic achievement. In developing the Community Partnership Schools™ model, the engagement of a college or university integrates key aspects of the University-Assisted model. Health and wellness services — made possible by engaging a healthcare provider as a core partner — support student wellness and well-being. Additional supports include clothing, meals, increased parental involvement, and academic enrichment and tutoring, all of which release teachers and administrators to focus on academics. The objective is to meet the social, emotional, mental, physical, nutritional and sometimes financial needs of students so they are ready and able to fully engage in the rigorous academic opportunities offered by their school.

One of CPS focus is servicing students from low-income families that have been identified by teachers or school personnel, and most are in the lowest academic quartile. Mental health services are available to all students and their family members based on referrals from school personnel. At HBMS we strive to increase student success at school, provide access to resources to improve physical and emotional health, increase parental involvement, and empower students to shine.

Position Description and Key Responsibilities:

HBMS’s Community Partnership School Volunteer Program seeks an intern to help create organizational and management tools for their extensive volunteer program of over 60 participants. The intern’s responsibilities will include assessing the needs of the current volunteer program and existing protocols; revising existing protocols or constructing new protocols to address the identified needs and gaps;

evaluating a curriculum for volunteer training and support; creating a database of volunteers and a system for matching volunteer competence and experience to school and classroom needs; and designing surveys for administration, faculty, and volunteer feedback.

The successful volunteer should be prepared to elicit feedback and discussion around issues that are deemed important for the different stakeholders involved – which includes school faculty, administration, volunteers, students and parents. Gathering qualitative and quantitative data will be essential to both understanding the needs of the school as well as assessing possible solutions. In addition to effective communication and analytical skills, the successful candidate will need to bring an awareness of cultural diversity and possess a developed cultural intelligence.

The goal is to improve the ability of the school to understand what volunteers offer in terms of competence experience and training, and to more effectively link these to specific needs throughout the school and in the classroom to enhance the overall learning environment for the students.

Preferred Qualifications:

- Interest in education and community engagement
- Experience promoting diversity and inclusivity in educational environments
- Experience working in a volunteer program
- Experience in a secondary education environment
- Experience designing spreadsheets in Excel
- Experience in curriculum design
- Ability to work as a team member
- Strong written and oral communication skills
- Organization and time management skills
- Strong communication skills