



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 60th Anniversary, research efforts, and local community programs.

Areas of Focus and Project Opportunities

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.

- 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

Computer Systems/Information Technology

IT interns assist Institute staff with a variety of information systems issues, including web design and maintenance, interactive web based programs, database design, computerized accounting systems, networking, and so forth. Undergraduate or graduate course work/experience in computer science, management and information systems, engineering, web design, or a related field is required. Video editing experience a plus. Projects in this area may include the following.

- Maintain e-mail and web host
- Troubleshoot and provide computer support to office and field staff as needed
- Update technical aspects of web site
- Research new software, hardware, and other IT needs
- Edit video for digital portfolios and webinars

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. Experience with data sets and preliminary analyses is required. A Masters level intern is preferred. Projects in this area include the following.

- Assist with qualitative coding of GDO Pilot data
- Assist with analysis of GDO Study Teacher and Parent/Guardian data
- Assist with the development of new assessment systems
- Search for state Requests for Proposals (RFP) for qualified assessments
- Assist in RFP preparation and submission
- 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 and through 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. 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. Applications will be reviewed as received and interviews will be scheduled with the most qualified candidates on a rolling basis beginning with phone interviews the week of September 6, 2010.