

## Introduction

### About WorkReady

WorkReady Philadelphia is a broad-based partnership dedicated to building the region's future workforce. Through strategic investments of public, private and foundation funds, WorkReady programs provide academic enrichment, career and college preparation, and access to the growth economy for thousands of deserving young people each year.

### About WorkReady Summer Programs

WorkReady provides Philadelphia students with paid workplace experiences at area businesses. These internships and summer jobs give young people exposure to career opportunities, a taste of the working world, and an understanding of how school is connected to economic success.

Thank you for your commitment to Philadelphia's future leaders. With support from our providers and the business community, WorkReady is able to equip young people with the tools necessary for future success.

### About this Toolkit

This toolkit is designed to help you develop worksites and provide these worksites with the resources needed to structure and implement a successful program within their organizations. Included are suggested activities for young people, sample job descriptions, and mentoring tips. These resources are designed to take you through the complete cycle of developing a successful worksite, such as:

- Creating the worksite experience
- Worksite monitoring
- Forms and protocols

The purpose of these on-line resources is to provide you with the tools necessary to create a successful, positive experience for youth participants and for your organization!



The Philadelphia Youth Network is the managing partner of WorkReady Philadelphia and contracts with several dozen youth-serving organizations to operate WorkReady programs on behalf of the Philadelphia Workforce Investment Board and its Youth Council.



The following organizations comprise WorkReady Philadelphia's employer recruitment partnership:



Philadelphia ACADEMIES INC.

