



Summer 2009 Work Experience Programs

These WorkReady programs provide Philadelphia youth ages 14 to 21 with paid workplace experiences at area businesses for six weeks during the summer. They give young people a taste of the working world, exposure to career opportunities, and an understanding of how school is connected to economic success.

Work Experience Programs are an integral component of WorkReady Philadelphia, a system of programs supported by a broad-based partnership that is dedicated to building the region's future workforce. WorkReady is managed by the **Philadelphia Youth Network** (PYN) in collaboration with dozens of organizations including four key employer recruitment partners: the **City of Philadelphia**, **Greater Philadelphia Chamber of Commerce**, **Philadelphia Academies, Inc.**; and **United Way of Southeastern PA**.

What kinds of students participate?

Students are eligible for internships if they:

- ▶ Will begin 9th grade or higher in the fall;
- ▶ Have been pre-screened and are ready to become productive interns.

What's the employer's role?

- ▶ Provide youth workers with a properly supervised work experience guided by a caring adult;
- ▶ Allow them to complete academic projects that will be assessed by certified teachers;
- ▶ Assign them to supervisors who are eager to work with and mentor young people; and
- ▶ Assess them at the beginning and end of the experience.

Why should my business get involved?

- ▶ To help eager and talented students understand the keys to workplace success;
- ▶ To serve as positive role models for tomorrow's workforce; and
- ▶ To be recognized for making an important contribution to the city and region.

What kinds of supports will we get?

- ▶ Orientation and training for your employees on working with young people;
- ▶ Assistance in crafting job descriptions and projects that will benefit both the youth workers and your company;
- ▶ Personal attention to candidate processing and support for their performance; and
- ▶ Payroll services for youth wages, including Workers Compensation and General Liability Insurance.

What's the timeline?

- ▶ Intern interviews and selection will take place in May and June, and
- ▶ Internships run for six weeks from July 6 to August 14.



**WHO GAVE YOU
YOUR
FIRST BREAK?**



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 Council for College and Career Success.

The following organizations will manage Work Experience Programs in Summer 2009:

ASPIRA, Inc. of Pennsylvania

City of Philadelphia Department of Recreation

Communities In Schools of Philadelphia, Inc.

Foundations, Inc.

Free Library of Philadelphia

Greater Philadelphia Urban Affairs Coalition

Management & Environmental Technologies, Inc.

New Foundations Charter School

Resources for Human Development, Inc.

To Our Children's Future with Health

Variety- The Children's Charity of Greater Philadelphia

The following organizations partner to recruit employers for WorkReady Philadelphia programs:



Recommended Job Descriptions

The job descriptions below are recommended titles for youth workers. In any summer work experience, it is imperative for young people to develop skills that will be useful in a 21st century workforce (see "Tools for Developing a Quality Experience" section for more information on 21st Century Skills). All jobs should include skills attainment in Professional Development / Work Ethic and Critical Thinking / Problem Solving.

Arts / Humanities (Arts / Entertainment) Assistant:

An arts/humanities assistant will gain hands-on experience with developing a visual, media, audio, or dance project. The assistant will research the historical precedent of the art project for the community in which it is being developed. Organize an event that showcases the final project for the community it impacts. 21st Century Skills attained:

- Arts and Humanities
- Creativity / Innovation
- Oral Communication

Automotive (Transportation Services) Assistant:

An automotive assistant will gain hands on experience in the field of automotive repair, maintenance, and cosmetic upkeep. Under the supervision of a mechanic or other personnel, he/she will learn the latest automotive technology. 21st Century Skills attained:

- Science
- Information Technology
- Lifelong Learning / Self-Direction

Child Care Assistant (Education Services):

A child care assistant will work directly with children, engaging them in reading circles. The assistant will develop and implement an age-appropriate lesson for children (5:1) and engage children in interactive activities that promote health and wellness. 21st Century Skills attained:

- Reading Comprehension
- Creativity / Innovation
- Ethics / Social Responsibility

Classroom Assistant (Education Services):

A classroom assistant will work directly with children, engaging them in reading circles and interactive cooperative work groups. The assistant will develop and implement a minimum of two age-appropriate lessons for children (10:1). He/she will also assist in the development and implementation of interactive extracurricular activities. 21st Century Skills attained:

- Writing in English (grammar, spelling, etc.)
- Leadership
- Written Communication

Recommended Job Descriptions (continued)

Clerical Assistant:

A clerical assistant works to keep the office organized. Duties include filing, database maintenance, and other administrative tasks. The assistant will gain experience in organizational technique and will receive training on all databases he/she will be working with.

21st Century Skills attained:

- Reading Comprehension
- Information Technology Application
- Written Communication

Communications Intern:

A communications intern works on various communications, development, and marketing projects. The intern will gain experience in written communication, including the writing of press releases, grant proposals, web content, and/or marketing materials. The intern will also have the opportunity to explore design software used for various publications within the organization. 21st Century Skills attained:

- Writing in English (grammar, spelling, etc.)
- Written Communication
- Creativity / Innovation

Community Development Assistant (Non-Profit / Social Services):

A community development assistant will engage community members in asset mapping. The assistant will conduct surveys (pre, post, etc.) assessing the opportunities for and threats to the community. He/she will research the historical significance of the community and develop a plan of action for improvement that includes a public presentation. 21st Century Skills attained:

- History / Geography
- Diversity
- Ethics / Social Responsibility

Customer Service Assistant:

A customer service assistant can work in a variety of industry areas with the overall goal of ensuring customer satisfaction. The assistant will answer customer questions and troubleshoot problems before they escalate. The assistant will be assigned a direct supervisor who is available to assist with any difficult situations that may arise. 21st Century Skills attained:

- English Language (spoken)
- Oral Communication
- Diversity

Digital Media Assistant:

A digital media assistant works to provide support for video, graphics, and multimedia projects. The assistant will get hands-on training with computer programs and production equipment and be able to see a project from inception through completion over the course of the internship.

21st Century Skills attained:

- Humanities / Arts
- Creativity / Innovation
- Information Technology Application

Recommended Job Descriptions (continued)

Environmental Assistant:

An environmental assist works for an organization committed to bettering the environment and lessening our carbon footprint. The assistant will learn about the effects our society has the environment and the most effective ways to ensure its stability. 21st Century Skills attained:

- Mathematics & Science
- Ethics / Social Responsibility
- Teamwork / Collaboration

Financial Intern:

A financial intern works within the finance department of an organization or in the banking sector. The intern will gain experience with payroll, accounts payable and receivable, record keeping, and/or cash handling (i.e. bank teller). 21st Century Skills attained:

- Mathematics & Science
- Leadership
- Lifelong Learning / Self-Direction

Food Service Assistant:

A food service assistant works in culinary and food preparation for a restaurant, catering company, hotel, or other food establishment. The assistant will work under the guidance of a kitchen staff member to learn food preparation techniques. 21st Century Skills attained:

- Humanities / Arts
- Leadership
- Teamwork / Collaboration

Health Services Assistant:

A health services assistant works in a medial setting (i.e. hospital, medical office, etc.). The assistant will learn about medical record keeping and will have the opportunity to rotate through various departments to gain exposure to different fields. 21st Century Skills attained:

- Mathematics & Science
- Lifelong Learning / Self-Direction
- Diversity

Information Technology Assistant:

An information technology assistant will work in the IT department. The assistant will gain hands-on experience in technical support, network maintenance, and systems design under the supervision of an IT staff member. 21st Century Skills attained:

- Mathematics & Science
- Information Technology Application
- Creativity / Innovation

Recommended Job Descriptions (continued)

Maintenance Assistant:

A maintenance assistant will work with the maintenance or building operations department. The assistant will be responsible for basic maintenance duties including repairs and general upkeep. 21st Century Skills attained:

- English Language (spoken)
- Leadership
- Teamwork / Collaboration

Recreation Camp Counselor (Non-Profit / Social Services):

A recreation camp counselor will lead children in interactive activities that promote health and wellness. The counselor will develop and implement a minimum of two lessons on interactive activities that promote healthy living. He/she will organize a collaborative activity such as a tournament or contest for children that promote teamwork and positive sportsmanship. 21st Century Skills attained:

- Humanities / Art
- Teamwork / Collaboration
- Oral Communication