

Roles and Responsibilities

Lead Employer Contact (*owner, president, human resources manager, or designee*)

- Be a champion for the program at your organization and encourage employees to participate.
- Identify a person to coordinate the program at your worksite.
- Identify departments/work locations that will meet program objectives.
- Recruit mentors/supervisors for the program.
- Provide time for employees to mentor/supervise youth.
- Make accommodations for young people with special needs.

Mentor/Supervisor (*employee who works directly with the young person*)

- Attend program orientation/training.
- Provide ongoing instruction and guidance to the young person.
- Hold an orientation for the young person, specifying policies and procedures regarding dress, behavior, attendance, and the consequences of not adhering to those rules.
- Design a meaningful experience for the young person by providing challenging work assignments.
- Monitor and approve the young person's timesheet.
- Evaluate the young person's work experience and performance.
- Consult with the Philadelphia Youth Network or your contractor agency if problems arise at the worksite.

Youth

- Maintain a positive attitude and be a good ambassador for the WorkReady program.
- Complete work assignments and take the initiative.
- Observe the policies and procedures of the worksite and the program.
- Complete a timesheet with the signature of your supervisor.
- Attend the all required WorkReady activities.
- Complete an evaluation during and upon completion of the program.
- Consult with the program contact if problems arise at the worksite.

Philadelphia Youth Network or Contractor Agency

- Recruit and pre-screen youth.
- Match youth and schedule interviews at employment site.
- Conduct employer orientations.
- Evaluate the worksite and the young person's performance.
- Provide professional development for youth.
- Manage payroll.
- Provide ongoing support to youth and employers.