



Supervising Youth in the Workplace

Defining Roles: Worksite Coordinator vs. Worksite Supervisor

The **Worksite Coordinator** is a full-time staff member at the organization, who is responsible for maintaining communication with the Philadelphia Youth Network (PYN), the organization's partnering program contact(s) and the worksite supervisor(s) at her/his organization.

She/he will:

- Complete required worksite documentation in conjunction with the Program Contact representative.
- Ensure the Worksite Supervisors complete and maintain all clearances necessary to work with and supervise children.
- Comply with all aspects of the Worksite safety, quality and compliance requirements
- Ensure worksites have at least two adults on site while youth are present and adhere to the required supervisor to youth ratio.
- Attend a Worksite Orientation prior to youth arrival.
- Ensure youth are provided a safe learning environment that promotes 21st century skill gain.
- Maintain consistent communication with Program Contact.
- Follow incident reporting procedure including immediate contact of the Program Contact representative.
- When applicable, perform any or all responsibilities of the Worksite Supervisor, most specifically when there is no distinction between the two roles.

The **Worksite Supervisor** is a staff member at the worksite who monitors the day-to-day experiences of the youth.

She/he will:

- Comply with all portions of the Worksite safety, quality and compliance requirements.
- Complete and maintain all clearances necessary to work with and supervise children
- Attend a Worksite Orientation before youth arrival.
- Support youth in setting and maintaining realistic goals and expectations.
- Establish a safe learning environment including activities that promote development in the 21st century work-readiness skills and other identified skill sets.
- Support youth in various aspects of the project-based learning component.
- Facilitate youth debrief and reflection opportunities.
- Follow incident reporting procedure including immediate contact of the Worksite Coordinator.
- When applicable, perform any or all responsibilities of the Worksite Coordinator, most specifically when there is no distinction between the two roles.



Tips for Supervising an Intern

As an intern supervisor, you use all of the skills necessary in any effective supervisory relationship:

- Providing leadership
- Goal setting
- Giving feedback
- Suggested activities
- Developing and training
- Evaluation

Additionally, the young person will look to you as someone who will assist them in their transition from the classroom to the work environment. Since the internship is an extension of the learning process, you will need to provide opportunities to bridge the two experiences. We suggest that you meet with your interns regularly to provide feedback concerning their performance. During these meetings, the students can:

- Report on the status of a project
- Ask questions
- Learn how their work is contributing to the organization
- Participate in an evaluation of their strengths
- Discuss areas needing growth and development
- Get a sense of what kind of work lies ahead

At the same time you will have an opportunity to coach, counsel and reinforce positive attitudes and performance. Encourage your interns to keep a portfolio of work accomplished during the experience. This will help provide a sense of accomplishment. In addition, it will give you a basis to discuss their personal growth.

Specific work documents to include in a portfolio might be any of the following:

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| • Job descriptions | • Charts/graphs |
| • Company newsletters | • Survey reports |
| • Contracts | • Manuals |
| • Financial reports | • Citations and awards |
| • Performance appraisals | • Press releases |
| • Proposals | • Cost Analyses |
| • Displays and exhibits | • Compute print-outs |
| • Correspondence | • Program outlines certificates |
| • References | • Research report |
| | • Legislation |

In addition to spontaneous and informal meetings, you should evaluate your interns' performance at the midpoint of the internship, so the students know where they stand. You should consider the quality and timeliness of the work produced to date, ability to take and follow direction, work habits and areas needing growth and development. This information will also provide data for the final evaluation and serve as a reference point for the student's subsequent performance.