What’s the Program?
Exploring Program Design Models for Youth

Tuesday, April 7, 2009, 3:00-5:00 pm EST
Welcome to Workforce³ One!
Submitting Questions

- Enter questions into the Chat Room (located in lower left corner of the virtual classroom).
- To submit a question or comment, type the question in the **text box** and click the **arrow button**.
- Your name, the text “*(Submitted Question)*” and your question will appear in **red** on your screen, indicating successful submission.
- Questions are directly transmitted to presenters – other participants will not see your questions.
In the chat room, please type the name of your organization, your location, and how many people are attending with you today.
Webinar Resources:

Recordings available within 2 business days after the event.

All resources are posted under the…
Presenters:

- Karen Sitnick, Mayor’s Office of Employment Development, Baltimore, MD
- Eugene Bell, King’s View Ready, Set, Go!, Madera, CA
- Stacy Holland, Youth Network, Philadelphia, PA
- Jenny Emmons, American YouthWorks, Austin, TX

Moderator:

- Jacqui Freeman
Exploring Program Designs:

- A sampling of programs from the field that have unique summer program designs; our speakers will also address the work readiness measure they will be using for their summer programs.

- Questions
Karen Sitnick,
Director,
Mayor’s Office of Employment Development,
Baltimore, MD
Baltimore City’s Summer Jobs Program
Karen Sitnick, Director
Mayor’s Office of Employment Development
April 7, 2009
Mayoral commitment to youth employment is key to Baltimore’s summer jobs program

Annually, our Mayor personally launches the YouthWorks Summer Jobs are Everyone’s Business campaign engaging every segment of the City in creating job opportunities for thousands of city teens

The Mayor’s YouthWorks Leadership Team is made up of leaders from

- Business, Philanthropic organizations, Education
- City agencies, Faith Based & Community organizations,
- Media, State and Local Elected officials
YouthWorks is funded through a variety of sources:

- federal, state and city dollars, philanthropic grants, corporate and personal donations, city employee payroll deductions
- Contributions are made to the YouthWorks 501 c 3 non-profit to sponsor teens’ wages as they work in public sector, non-profit worksites
- Employers also hire teens and place them directly on their payroll
Some more facts:

- Teens 14 & 15 are placed in public sector/non-profit worksites while older youth 16 + are able to interview with private sector businesses after participating in a 12 hr job readiness workshop.
- YouthWorks has more than 700 sites across the city – ranging from city and state agencies (government offices, parks, recreation centers, senior centers, libraries, etc.) to businesses (law firms, hotels, restaurants, architecture companies, hospitals and biotech labs).
- Youth work a minimum of 6 weeks for 30 hrs per week and are paid minimum wage or higher (by private employers).
Worksite applications are reviewed to ensure youth will have quality work-based learning activities that lead to academic and employment readiness.

- Worksites are selected based on: exposing youth to high growth industries; integration of workplace skills (Skills for Success) into tasks and assignments; close adult supervision; safe and nurturing environment.

- Businesses participating in the annual YW Job Fair must offer full time work and agree to promote marketable skills development.
Registration occurred Jan - March – more than 7,000 youth will participate in the 2009 YouthWorks program.

Worksite development is well underway with 3,000 sites thus far approved

YouthWorks 2009 will operate June 22 – July 31

YouthWorks 2009 Job Fair: April 29th

YouthWorks 2009 Kick Off June 17th
Worksite Supervisor Training will include an emphasis on mentoring – Maryland Mentoring Partnership will conduct 15-17 sessions in May and June to train 700+ supervisors in using the summer experience to positively impact the lives of our young workers.

- Recruiting older out of school youth (22-24) to participate in YouthWorks as “Supervisor Associates”

- Encouraging at risk youth to participate in summer credit recovery by coupling summer school classes with school facility work assignments

- Focus on Green Jobs and Urban Gardening projects
Skills for Success - Based on the SCANS tool, every YouthWorks participant is assessed on how well he/she has acquired work readiness competencies at the end of the session.

Worksite Activity Review Form - All YW sites are monitored and rated on their effectiveness in delivering job specific and workplace training, supervision and overall performance.

YouthWorks Staff Assessment - Worksite supervisors submit evaluations on the knowledge, competence and helpfulness of the YW field monitors/employment specialists.
# YOUTHWORKS
## SKILLS FOR SUCCESS

<table>
<thead>
<tr>
<th>Enrollee Name:</th>
<th>S.S.N.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Worksite Name/Number</td>
</tr>
<tr>
<td>Worksite Supervisor Name:</td>
<td>Dates of Employment: __ to __</td>
</tr>
<tr>
<td>Enrollee's Position:</td>
<td>School:</td>
</tr>
</tbody>
</table>

The enrollee's immediate supervisor should complete this progress review one week before completion of employment /or at termination. Thank you for taking the time to complete this form. This form helps provide feedback to schools and YouthWorks on areas to further the development of needed services.

4-Outstanding  3-Very Good  2-Satisfactory  1-Needs Improvement  NA-Not Applicable

### Learning Skills
- Awareness of skills required for the job: 4 3 2 1  NA
- Awareness of range of job opportunities: 4 3 2 1  NA
- Awareness of job responsibilities/duties: 4 3 2 1  NA
- Dependability on job: 4 3 2 1  NA

### Thinking Skills
- Evaluates and uses job information: 4 3 2 1  NA
- Communicates effectively with staff/team: 4 3 2 1  NA
- Develops problem solving skills: 4 3 2 1  NA
- Works well with others at the job site: 4 3 2 1  NA

### Communicating Effectively
- Shows effective social skills: 4 3 2 1  NA
- Shows responsibility at the job: 4 3 2 1  NA
- Shows self-management: 4 3 2 1  NA
- Listens to all tasks assigned: 4 3 2 1  NA

### Understanding the Use of Job Equipment
- Maintains all tools supplied/used in good condition: 4 3 2 1  NA
- Uses the tools appropriately: 4 3 2 1  NA
- Learns of innovations being developed for task: 4 3 2 1  NA
- Assist with developing innovative new applications: 4 3 2 1  NA

### Overall Work Habits
- Punctuality: 4 3 2 1  NA
- Professional Appearance: 4 3 2 1  NA
- Professional Conduct/Attitude: 4 3 2 1  NA
- Related well to host and others: 4 3 2 1  NA

**Brief description of work performed:**

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**ENROLLEE SIGNATURE:**

**SUPERVISOR SIGNATURE:**

**E.S.S SIGNATURE:**
For More Information Please visit our website: www.oedworks.com- and click on our YouthWorks logo!
Eugene Bell, Program Administrator
Kings View Ready, Set, Go! Program
Madera, CA
KINGS VIEW
READY, SET, GO!

209 East 7th Street
Madera, CA 93638

Eugene Bell, Program Administrator
(559) 662-4611

A rural, faith based program providing WIA services to In-School and Out-of-School youth for the past nine years
Summer Program Services: Over the Last Several Years

- Summer services have been a component of the year round program
- 70-100 youth served each summer
- Youth receive paid work experience, work readiness instruction, computer classes, Customer Service Academy
Curriculum used for the summer component:

- Summer Work
- Experience
- Orientation Manual

Unique Feature:

Utilization of youth in instructional process through Peer Support Workers

By Youth Development and Research Fund
Peer Support Workers (PSWs)

- Help provide instruction
- Lead exercises
- Lead discussion groups
- Provide positive peer reinforcement
- Promote concept of Future Economic Opportunity (FEO)
- Youth Peer Support Workers actively engage and recruit new participants.
- Youth produce an annual yearbook of all the year’s program activities.
- Program promotion
- **Title:** Using Summer Work Experience to Build Opportunity Networks

- **Objective:** By the end of this session, participants will understand the importance of getting a solid recommendation from their summer employment supervisor as a pathway to FEO. Participants will secure one recommendation.
Work Experience Timesheet

- Timesheet will serve a dual purpose as an Attendance/Evaluation Record
- Document will track participant’s work maturity, ie. progress on job, follows instruction, quality of work
- Four copies: payroll, worksite supervisor, participant program file, participant
## ATTNENDANCE/EVALUATION RECORD

**Trainee Name:**

**Social Security No.:**

**Worksite Name:**

**Supervisor Name:**

**INSTRUCTIONS:** Trainees sign daily. Hours are recorded by Trainee. Worksites verify attendance at the start of each day. If a trainee works 6 hours or more on a single day, they must take a minimum of 30 minutes for lunch.

<table>
<thead>
<tr>
<th>TRAINEE SIGNATURE</th>
<th>DATE</th>
<th>Exact Hours Worked at Job Site</th>
<th>WORKS FOR SUPVISOR</th>
<th>TOTAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>FROM</td>
<td>LUNCH</td>
<td>TO</td>
</tr>
</tbody>
</table>

I, the Trainee, hereby certify that the information is correct and has not been forged, altered, or otherwise falsified.

Trainee Signature

Trainee Evaluation (Supervisor please check appropriate column for each area)

<table>
<thead>
<tr>
<th>EXCELLENT</th>
<th>ABOVE STANDARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Progress on Job</td>
<td>[ ] [ ]</td>
</tr>
<tr>
<td>Attitude / Interest</td>
<td>[ ] [ ]</td>
</tr>
<tr>
<td>Follows Instructions</td>
<td>[ ] [ ]</td>
</tr>
<tr>
<td>Punctuality</td>
<td>[ ] [ ]</td>
</tr>
<tr>
<td>Working Relationship</td>
<td>[ ] [ ]</td>
</tr>
<tr>
<td>Quality of Work</td>
<td>[ ] [ ]</td>
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</tbody>
</table>

Comments:

I hereby certify that the training has been provided in accordance with provisions in the Worksite Agreement.

Trainee Signature

Date

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**Worksite Supervisor Signature**

Date

**RSG! Program Administrator Signature**

Date

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White Copy = Kings View Corp.  Yellow Copy = Worksite Supervisor  Pink Copy = RSG! File  Golden = TRAINEE
Philadephia, PA

Stacy Holland,
Co-President/Operating Officer,
Youth Network
Philadelphia’s Summer Employment System
“Preparing for Success”

Stacy E. Holland
Co-president & Chief Operations Officer
Philadelphia Youth Network, Inc.
History of Our Work

- Existed since 1999 via YouthWorks
- Begin to build Youth Workforce Dev. System
- Developed standards based-programming
- Developed a collaborative community to gather input & make changes
- Created over 95,000 experiences since 1999
- Successful Youth Council
2008 Highlights

- 7,972 funded slots
- 13,124 eligible youth applicants
- 9,314 youth placed
- 7,898 youth paid
- 1,210 total worksites
Background

Philadelphia Council for College and Career Success of the Philadelphia Workforce Investment Board

Managed by the Philadelphia Youth Network
What's the Program? Exploring Program Design Models for Youths

Goals
- Increase the graduation rate to 80% (cut dropout rate in half) by 2014
- Double the baccalaureate attainment rate by 2017

Challenges
- For the classes of 2000-2005, about 30,000 beginning 9th graders left without earning a diploma.
- Graduation rates are trending upwards, but are still below 60%.
- A Philadelphia dropout's lifetime income is barely 50% that of a high school graduate, and one-quarter of a B.A. degree-holder.
- Each year 3,000 students seek WorkReady internships but are turned away because demand far exceeds supply.
- Only 45% of high school graduates enroll in college, and less than one-half of those earn a degree or certificate on time.
- Philadelphia is in the bottom 10% of major cities in percentage of citizens with baccalaureate degrees.

Strategies
- Citywide Dropout Prevention Initiatives
- Targeted School Interventions in Empowerment and Neighborhood High Schools
- Re-Engagement Strategies
- College Preparation
- College Access
- College Retention

Education and Training

Employers and Organized Labor

Social Services and Community Organizations

Youth, Families and Neighborhoods

Best Practices
- Connections to Caring Adults
- Experiential Learning
- Multiple Pathways to Graduation
- Personalization / Small Learning Communities
- Supportive Services
What’s the Program? Exploring Program Design Models for Youth
Types of Programs

- Academic Support
- Work & Learning
- Service Learning
- Internships
Required Program Elements

1. Contract Development and Execution
2. Recruitment of High Quality Employers and Worksites
3. Youth Recruitment and Hiring Process
4. Youth Preparation
5. Youth Placements and Payments
6. Academic Enhancement through Projects or Workplace Portfolios
7. Professional Development and Training
8. WorkReady Closing Ceremony
9. Contract Close-Out
“Categories of Performance”

- Tiered system of funding
- Tiered system of capacity building
- Focused technical assistance
- Diagnosis vs. condemnation
- Moving towards models vs. programs
- Replicating evidence-based models
Contract Performance Measures

- Worksite Development
- Employment Verification
- Youth Placement
- Youth Payment
- Enrollment
- Youth Paid
- Attendance
- Retention
- Academic Attainment
- Worksite Quality
Contact Information:

Stacy E. Holland, Co-President & COO, Philadelphia Youth Network, Inc.

sholland@pyninc.org
(267) 502-3735

www.pyninc.org
www.workreadyphila.org
What's the Program? Exploring Program Design Models for Youth
What makes a Summer Youth Program rewarding for young people?

- Education and training activities
  - Resumes
  - Certifications
  - Pre- and post-tests

- Meaningful, relevant work experience that “makes a difference”
  - Green Jobs Training

- Wages/Stipends for education and training activities
How does an organization start a summer program that engages youth?

- What interests youth in your area, especially in the area of green jobs?
  - Green construction, landscaping, recycling, computer refurbishing, weatherization

- Define your program components:
  - Ages served
  - Length of program- 4-12 weeks
  - Partnerships
  - Memorandums of Understanding (MOU’s)
Finding a Partner

- With engagement and green jobs in mind, pick a partner that has an asset you need.

- Non-profit partnership examples:
  - Local non-profit agencies and governments
    - Recycling, computer refurbishing, zero-scaping
  - Low income housing owned by government
    - Weatherization, remodeling, demolition
  - Cities and Counties have parks and other shared spaces
    - Park restoration, removal of non-native plants, zero-scraping
  - School districts have summer youth programs and nutrition for elementary students
    - Computer classes, gardening, computer refurbishing
Partnerships with Employers

- Determine a need in your business community – Supplies, Staffing
- Use Board Members and Funders to identify community business needs
- Approach businesses with a simple business plan: Most adults want to help!

Examples of partnerships with businesses:

- Local restaurant wants to recycle (bottles, cans)
- Landscaping business wants to expand, but lacks capital for workforce
- Homebuilder lacks skilled, reliable workforce
- Private ranch wants to reclaim overgrown grazing land
Memorandum of Understanding

- A legal agreement between two partners/organizations
- Ensure that the MOU is signed by an executive officer from each organization

To create a MOU:
- Meet with stakeholders in partnership to determine and define set expectations and roles
- Discuss and record:
  - Cost associated with project (who will buy the project materials and supplies, pay participant stipends, transport participants, etc.)
  - Length of project
  - Activities assigned to each stakeholder
Contact Information

- Website:  www.americanyouthworks.org
- Email:  jemmons@americanyouthworks.org
What’s the Program? Exploring Program Design Models for Youth

Please enter your questions into the Chat Room!
Submit your content to Workforce³ One at:
http://www.workforce3one.org/page/share

Simply log on to Workforce³ One and look for the “Share Content” located on the Homepage

Share your demand-driven strategic plans, models, innovations, resources, and ideas!
Webinar Resources:
Recordings available within 2 business days after the event.
All resources are posted under the…
Stay Informed, Get Connected!

Workforce³ One:
- Communities of practice
- Live web-based events
- Register for updates!

For more information about the workforce investment system:
- Visit www.careeronestop.org
- Call 1-877-US2-JOBS
THANKS!

www.workforce3one.org