

YouthForce NOLA Internship Overview

The YouthForce Internship program recruits, trains, and places students in paid internships with employers in high-wage, high-demand industries: digital media/IT, bio/health sciences, and skilled crafts.

What is YouthForce NOLA Internship?

YouthForce NOLA Internship is a selective, paid work experience and training program that includes:

- 60 hours of Professionalism Training (approximately 6 hrs/week during fall semester)
- 90 hours of a Workplace Internship (approximately 8-10hrs/week during spring semester)

We hire youth to work in one of three fields:

- Digital Media/IT
- Bio/Health Sciences
- Skilled Crafts (Engineering/Construction/Architecture/Water management)

Who is eligible to participate in YouthForce NOLA?

- Seniors at YouthForce NOLA partner high schools who are eligible for early release or enrolled in an internship class.

How much are interns compensated?

- Interns will receive \$1,200 if they successfully complete the program.
- Interns will also receive RTA transit passes for transportation to and from training and the internship.

Communication:

- In an effort to best prepare students for the world of work, email is the main form of communication in the YouthForce NOLA program.
- Interns will be expected to check their email regularly and respond to email from YouthForce staff.

Internship Timeline

School Year 2017-2018
Training: October 1 - December 1 (twice a week) December - March (once a month)
Internship: Week of January 16 - March 26

What is the expected commitment of students once they are accepted into the program?

- **100% attendance** in 60-hour work-readiness training
- **100% attendance** and enthusiastic completion of 90-hour internship
- A positive attitude and an openness to growth
- Dressing professionally for both training and internship (school uniforms are acceptable attire)
- Direct and open communication with employer and YouthForce team
- Completing an exit survey at the end of the program

What makes YouthForce NOLA a unique opportunity for the student?

- Experience in a professional workplace
- Opportunity to develop a mentorship relationship with an adult and earn a letter of recommendation for college and/or additional job opportunities
- Access to entry points for higher paying jobs, resulting in higher earning potential in the long term

Frequently Asked Questions about YouthForce NOLA Internship Program

Q: What if the intern already has a part-time job - can s/he also participate the YouthForce Internship program?

A: Yes! It is possible for YouthForce interns to still maintain an additional part-time job. We've had many interns work at additional part-time jobs while still completing their internship. However, this will require additional planning, and thoughtfulness about your child's scheduling to ensure s/he is able to report for both jobs and keep up with his/her school responsibilities.

YouthForce NOLA suggests that any intern who holds an additional part-time job have a conversation with his/her YouthForce Internship coach and employer supervisors to let them know they are participating in this program, and provide his/her supervisor his/her internship schedule. YFI training dates are not negotiable, so students will need to schedule additional part-time work around these dates.

Q: What type of support will the intern receive in this program?

A: Once interns complete their training, his/her YouthForce Coach will remain in close contact throughout the internship through regular in-person and telephonic check-ins. The purpose of the check-ins are to ensure each intern is enjoying their internship and feels valued and respected at his/her work site, and to support them through any questions or challenges with their internship. A YouthForce Coach will contact each intern on a weekly basis, alternating between phone calls and in-person visits at your child's work site or central meeting point. In addition, Coaches will ensure the interns are successfully navigating public transportation, receiving paychecks on time, and are on track to complete their 90-hour work requirement.

Q: What will the intern's schedule look like during their internship?

A: Training sessions will take place 2:30-5:30 pm on Tuesdays and Thursday in October and November, as well as one additional training session per month December - March (detailed schedule included in your application packet). All students are expected to commit to strong attendance, on-time arrival, and professional communication of any changes in their schedule well in advance (minimum 24 hour notice). Throughout the spring semester, each intern will have a unique schedule at his/her internship site designed in conjunction with their employer, working approximately 8-10 hours per week January - March. The YouthForce Internship staff will work with each student to determine the best internship schedule, taking into account school activities and additional commitments, and then support the interns in crafting a final internship schedule with their employer. It is the full responsibility of the students to understand their semester schedules and to inform both their YouthForce Internship coach and their internship supervisor of dates and times they are unavailable to work at their internship.

Habitual changing of an internship schedule and absences (without advance notice) will result in removal from the program.

Q: How will the intern be compensated?

A: Interns will be paid a total of \$1200 for successful completion of the 150 hours of training and internship. In order for interns to receive their financial awards, they must fill out weekly timesheets and obtain a signature from their supervisor and coach. Interns will be provided a pay schedule on their first day of training.

Q: How will the intern be transported to and from training and their internship?

A: All YouthForce interns will be provided RTA passes to cover their transportation during training and their internship. YouthForce Internship coaches and staff will support the interns in mapping out their routes and planning their schedules accordingly.