

Summer Youth Employment and Training Program Summary 2014

A Partnership of The City of Winston Salem and the Winston Salem Urban League

Program Goals and Objectives:

The Goal of the Winston Salem Urban Leagues' Summer Youth Employment and Training Program is to provide participating low to moderate income youth, with noteworthy and expressive work experiences, as well as, notable training and seminars that are tailored to their own personal goals. Students ranging in ages 15 to 19 years old received internships in a variety of career fields.

- Youth participants will develop and cultivate the skill sets, behavioral, and personal commitment necessary to working in today's workplace.
- Youth participants will gain an increased awareness of various career trends and 21st century jobs.

Recruitment

The program was marketed/promoted through several different approaches including print and electronic media outlets connected to the Winston-Salem Urban League. Notices and application information were posted on the Urban League website. Visits were made to local high schools, public libraries, and local agencies. Announcements were made in churches, public forums and institutions. Applications were also made available at community sites. The material included a listing of required documentation, the deadline and time submission, the location of where the application packets were to be returned and the contact person's name and contact information. Since the program has been in place now for several years, returning participants and word of the program, along with marketing strategies produced more than two-hundred applicants.

Enrollment

In order to become officially enrolled in the SYEP, students were required to complete, and submit an application packet along with all necessary documentation. Upon our receipt, the application packets were date stamped to confirm compliance with the application deadline. Application packets were then reviewed to verify identity, income eligibility, residency, age, and school enrollment using a check list of all required documents. Applications that included all documents were labeled complete and those missing required documentation were separated and labeled as incomplete. Initial selections of students were those who submitted complete and correct applications. Students who qualified were given an opportunity to submit missing documents. Once those applications were completed and returned to the Urban League, they too, were accepted into the program. As a result, Ninety-one (91) students were enrolled for the 2014 Summer Youth Employment Program year.

Notification of Students

All students with completed applications who met the eligibility requirements were mailed letters to their home addresses informing them of their selection to participate in the SYEP. The letters stated that parents and students were required to attend the orientation and informed students of the documents they were required to submit at the orientation.

Student Orientation

Intern orientations were scheduled into 2 sessions. The first group of interns attended a session on Wednesday June 26, 2014, and the remainder attended a session on Thursday June 27, 2014. The orientations consisted of an overview of the SYEP Program, Policies and Procedures, Payroll Process, Pay Dates, Internship Assignments and etc. Payroll documents were completed by students and their parents with the assistance of Urban League Staff. All payroll documents were collected, copied and placed in student financial files. Work permit applications were also submitted, signed and filed with the Department of Labor for those students requiring them based on DOL policies and procedures.

Job Readiness and Life Skill Training

Pre-employment trainings were conducted the week of July 1, 2014- July 3, 2014. The trainings consisted of components of job readiness: interview techniques, resume building, social media, appropriate attire, effective communication skills, professionalism, attendance, teamwork, worksite etiquette and accepting guidance and direction. Students participated in a variety of group activities on the subjects of employability skills and work ethics, which included role play, discussions and evaluations of the specific activity.

Internship Site Recruitment

Internship sites were selected based on the students indicated career choices and the type of opportunities and commitments of the company/business. The work site managers were advised to adhere to the internship site agreement, and were to provide proper supervision and meaningful work experiences for students. All supervisors were visited by staff, and given an internship site agreement and job description form to complete prior to intern placement. All those serving as host sites, were given an overview of the SYEP goals and objectives, and were instructed on the policies and procedures of the program.

Summer Internships

Students were given their work site assignments on July 3, 2014, and reported to those worksites between July 7, 2014 and July 11, 2014. After placements, interns reported to their assigned worksites for the remainder of the summer in which the program was in effect. Interns were scheduled to work at their assigned worksites Monday through Thursday during the hours that were stipulated by the site manager, not to exceed sixteen. They reported to the Winston-Salem Urban League each Friday for 4 hours, to participant in training sessions which encompassed diverse topics geared toward job development and life skills.

Dates	Activity
Monday, April 7, 2014	Prepared Applications to be Approved for Dissemination.
Thursday, April 24, 2014	Dissemination of Summer Youth Employment Program Application Information
Monday, June 2, 2014	Application Close Date and Final Acceptance
Tuesday, June 3, 2014	SYEP Selection Committee screened and selected applicants that complied and completed the application requirements for acceptance into the program
Friday, June 6, 2014	Input data into Access database labeled City Of Winston-Salem Summer Youth Employment Applicants
Monday, June 13, 2014	Acceptance Letter Mailings
	Denial Letter Mailings
Weeks of June 16 – June 27, 2014	Recruited Worksites, and Collected Worksite Agreements and Job Description Forms
Monday, June 16 – Friday, August 1, 2014	Scheduled and Confirmed Trainers/Presenters for weekly seminars
Wednesday, June 18, 2014	Prepared Student Orientation Agenda and Staff Assignments
Wednesday June 26, 2014	Summer Youth Employment Program Orientation Group I
Thursday, June 27, 2014	Summer Youth Employment Program Orientation Group II
Tuesday, July 1, 2014	Intern Pre-Employment Training Session I Job Readiness, Interpersonal Relationship
Wednesday, July 2, 2014	Intern Pre-Employment Training Session II Resume Building, Social Media, Interviewing Techniques (Training presented in Breakout Groups in Rotation)
Thursday, July 3, 2014	Intern Pre-Employment Training Session III, Choey Gilreath Youth Therapist and counselor: The Path to Success
Monday, July 7, 2014	Work Internships Began
Friday, July 11, 2014	Weekly Training Session I (Pay Check Distribution), Councilman Derwin Montgomery: Charge to Participants ; Fire Chief Anthony Farmer: Career Options and Financial Pathways: Money Management/Budgeting
Friday, July 18, 2014	Weekly Training Session II@ Anderson Center- Financial Pathways: Budgeting Part 11 and Javar Jones, Wake Forest Univ. Student: Setting Goals and Striving for Excellence
Friday, July 25, 2014	Weekly Training Session III@ Anderson Center- (Pay Check Distribution), College & Career Day- WSSU and Bennett College, Career Presentations by a Marketing Professional and Assistant District Attorney
Friday, August 1, 2014	Weekly Training Session IV- Denise Franklin, Communication Skills Terrance Hawkins- Youth Advisor and Speaker, Setting Goals
Friday, August 8, 2014	Weekly Training Session V (Pay Check Distribution), Kasey Swing, Boy Scouts of America , Pretty Brown Girls, Designs by Eaton, Stuart Eaton, Male and Female Group Discussions and Demonstrations of Appropriate Work Attire , Leo Rucker, Artist: Drawings of Students ; Allen Younger, Forsyth Technical Community College Small Business Institute, Social Media
Friday, August 15, 2014	Final Weekly Training Session VI: One Man Performance by Fred Moore- Avoiding the Pitfalls - Issued and Collected Student Evaluations, Internship Supervisor Evaluations,
Friday, August 22, 2014	Finale Cook Out (Pay Check Distribution), A cookout menu of hot dogs, hamburgers, baked beans, pasta salad and beverages was served. Youth participated in fun activities such as Tug-a-war, sack races, dance contest and a talent showcase. Musical entertainment was provided and prizes and gifts were awarded to all in attendance.
Friday, September 5, 2014	Final Pay Check Distribution- Program was extended for one additional week, August 25-29, 2014.

