YouthForce Internship Program Overview & FAQ
Summer 2020

YouthForce Internship Overview:
YouthForce Internship is a selective, paid work experience and training program that includes 60 hours of Training and 90 hours of an Internship. We hire youth to work in one of four high wage, high demand industries in New Orleans:

- Digital Media/IT (communication, marketing, photo/video, security, etc.)
- Business Services (office admin, HR, program/project management, finance/accounting, etc.)
- Skilled Crafts (construction, engineering, electrical, welding, HVAC, carpentry, etc.)
- Health Sciences (medical assisting, patient intake, research, health admin, etc.)

Eligibility Requirements for Students:

- Juniors (class of 2021)
- Orleans Parish residents
- Enrolled at YouthForce NOLA Partner or Affiliate high school
- Able to attend every day of training from 8:30AM-1PM (most weekdays late May-June)
- Able to work ~20 hrs/wk at internship placement late June-July

What makes YouthForce NOLA a unique opportunity for the student?

- Training prior to internships to ensure students are prepared to navigate the world of work
- Opportunities to network with leaders from a variety of industries across the city
- Coaching support throughout the internship experience
- Gain 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, leading to higher earning potential in the long term

Compensation:

- Interns will receive up to $1,200 tax free if they successfully complete the program
- YFI will give interns an RTA pass to get to and from training and internships if need
- Interns receive lunch for free on training days. Please note interns are responsible for their own meals during their internship work days.

Program Timeline:

- Applications due: March 20th
- Orientation: late April-early May
- Training: 8:30AM-1PM most weekdays from late May through June 19th + additional training dates during internships
- Internship: June 22nd-July 31st, ~20 hrs/wk
- Closing Ceremony: Late July, in the evening - families will also be invited to join the celebration!

Program Requirements:

- Attend an Orientation Session w/ a parent or guardian, and submit required paperwork
- 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
- Dress professionally for both training and internship
● Check email daily and respond to YouthForce staff, as well as their internship supervisor(s)
● Direct/open communication with YouthForce staff and employer supervisor
● Complete required deliverables, including weekly check-ins w/ coach, surveys and other assignments

Frequently Asked Questions

Q: What if the intern already has a part-time job - can s/he also participate in the YouthForce Internship program?
A: Yes! It is possible for YouthForce interns to still maintain an additional part-time job. However, we recommend that any intern who holds an additional part-time job have a conversation with their boss 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 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 enjoys their internship and feels valued and respected at his/her work site and to support them through any questions or challenges with their internship. 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: Schedules will vary, but most internship supervisors request that their interns work 3-4 days per week. Interns will typically not work on Fridays, unless there is a special event or circumstance. The YouthForce Internship staff will work with each student to determine the best internship schedules and then support the interns in finalizing the internship schedule with their employer. It is the full responsibility of the students to understand their schedules and to inform their coach and their internship supervisor when 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 can earn up to $1,200, dispersed in four payments throughout the program in the form of tax-free financial awards. Interns must complete their required hours (mandatory training sessions and internship hours) and complete key program requirements (deliverables, check-ins with their coach, etc). Interns must also clock in and out of their internship via the ImBlaze app, and obtain approval from their supervisor and coach. Interns will be provided a pay schedule on their first day of training. All interns should have a bank account in their own name and enroll in direct deposit. Additional information and support is available as needed.

Q: What paperwork will students and parents/guardians need to submit?
A: We ask our students and parents/guardians to fill out some paperwork and collect a few documents. Each required material is listed below. If you don’t have a document, don’t worry! We will work with you. Just come talk to us, the sooner you let us know the more time we’ll have to help you get what you need:
● Copy of student photo ID (school ID with a photo, a driver’s license, a passport, or a LA state ID)
● Copy of birth certificate or certificate of guardianship (if under 18)
● Work permit (if under 18, take the work permit application to your school, a Family Resource Center, or JOB1 to be processed)
● Social security number (If you do not have a social security number, you can still participate! Please reach out to a YouthForce NOLA staff member for more information)
● Permission forms filled out and signed by a parent/guardian at orientation: Code of Conduct, Data Consent Form, Recording and Media Release Form, Intern Information and Permission Form
● Direct Deposit Form in the student’s name

Q: What should interns wear to training and their internship?
A: During training, students are required to wear business casual which includes:
  ● Slacks or khakis
  ● Dress shirt or blouse
  ● Open-collar or polo shirt
  ● Optional tie
  ● Dress or skirt at knee-length or longer
  ● Knit shirt or sweater
  ● Loafers or dress shoes that cover all or most of the foot

A: During internships, employers should communicate the appropriate dress code in their offices on the first day. Interns must comply with the dress code outlined by their employer. If an alternate dress code is not given, students must continue to wear business casual.

Q: What do students do and learn about in training?
A: The training curriculum is designed to prepare all participants for their internship and the workplace in general through a variety of information sessions, workshops, interactive activities, guest speakers/panels, networking events, etc. Major training topics include: soft skills (problem solving, communication, collaboration, etc), business etiquette (professional dress, handshakes, small talk, email etiquette, etc), job seeking skills (personal pitch, interview skills, company research, networking, LinkedIn, resumes), life literacies (financial literacy, scheduling, digital literacy), and industry exposure.

Q: What is the Closing Ceremony?
A: Closing Ceremony is the end of program celebration of YouthForce Interns! YFI staff, coaches, employers, interns, and their families come together for a special event to recognize the success of our amazing young people! The event will occur early-mid April, and your child will receive an invite to RSVP on behalf of themselves and their family closer to time for the event.

Q: How can a parent/guardian support an intern through this experience?
A: The most impactful thing parents can do is check in with their child and ask them about their experiences. If you’d like to go above and beyond, it certainly doesn’t hurt if you reinforce some of the key soft skills employers say are most important - stick to your schedule, show up on time, communicate professionally, and bring your best attitude to work. If you have any questions or concerns about the program or your student’s internship, feel free to reach out to us at internship@youthforcenola.org or directly to his/her internship coach.

For more information, check us out online at youthforcenola.org!
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