

Welcome to the Job Training Program!

A crucial part of any job is documenting one's hours. Please record your days, times and hours on the timesheet you have been given. Be specific and include the dates and times for each shift you work.

Financial Stipends: Financial stipends are based on prior experience in one of our job training programs or internships, and your participation in the Youth Job Training meetings and personal check-ins with your Youth Job Training staff mentor.

You must complete Internship A before you are eligible to begin Internship B.

Internship A: Youth Job Trainees in Internship A are not eligible for stipends. To complete Internship A, you must finish a Summer, Fall, Winter or Spring session accruing no less than 20 hours at your internship site, and attend internship meetings.

Internship B: Youth Job Trainees in Internship B (any internship following completion of Internship A) are eligible for stipends of \$200 for Middle School and \$300 for high school, provided you have met with your Youth Job Training staff mentor and reviewed your experience. For Internship B, you must finish a Summer, Fall, Winter or Spring session accruing no less than 20 hours at your internship site, and attend internship meetings to receive the stipend.

If you have been a part of the Youth Job Training program in the past, you are already in Internship B. For those of you who are beginning your first 20 hours, you are in Internship A.

Timesheets deadlines as follows:

- Fall Session 2024 (by 12/13/2024)
- Winter Session 2025 (by 3/21/2025)
- Spring Session 2025 (by 6/6/2025)
- Summer Session 2025 (by 8/15/2025)

Timesheets should be submitted to your assigned Community Center Staff Mentor.

Your name: _____

Mailing address: _____

Job Training Placement: _____

Completion of this Survey is required as the last step in completing your Internship.

1. What was your favorite part of the internship program? Please provide a few short sentences.

2. Did the program provide a good balance between work and learning opportunities?

- Yes, perfectly balanced
- It was more work-focused
- It was more learning-focused
- No, it was not balanced

3. Which activities or tasks were the most educational for you?

- Hands-on projects
- Group work/collaboration
- One-on-one mentoring
- Workshops or training sessions
- Other:

4. What were your main reasons for participating in this internship program? Please provide a few short sentences.

5. What suggestions do you have for improving the internship experience for future participants? Please provide a few short sentences.