

Welcome to the Youth 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 - Youth entering grade 6th through 12th are eligible
 - September 14 - December 4, 2026
- Winter- Youth must be currently enrolled in 6th grade through 12th grade.
 - January 11 - March 19, 2027
- Spring - Youth must be currently enrolled in 6th grade through 12th grade.
 - April 19 - June 4, 2027
- Summer - Interns must have completed 6th grade or higher. (*registration deadline 7/13*)
 - July 1 - August 15, 2027

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

Your name: _____

Mailing address: _____

Job Training Placement: _____

Name: _____

Each Intern must complete 20 hours per session for Internship A* or B. Once 20 hours are completed on this Timesheet, please upload your completed under your Account on MyRec and email your assigned Community Center Staff Mentor to let them know you have completed your internship. A survey will be sent out to all participating interns to fill out at the end of each session. It is a requirement to complete the survey for completion of your internship.

Date	Time	Hours
<i>Example: Saturday 10/5</i>	<i>Example : 2:00pm-4:00pm</i>	<i>2 hours</i>
		Total Hours:

Your signature: _____ Date: _____

Supervisor's signature _____ Date: _____

Parent's signature _____ Date: _____

Youth Job Training Program – Exit Survey

Thank you for participating in the Youth Job Training Program!

As you finish your internship, we'd love to hear about your experience. Your answers help us understand what you learned, what was meaningful to you, and how we can continue to improve the program for future interns.

For written questions, please answer in complete sentences and provide at least 3 sentences for each response. Be thoughtful and specific—there are no right or wrong answers.

1. Looking back on your internship, what is one experience, accomplishment, or moment that you are most proud of?

Tell us what happened, why it was meaningful to you, and what you learned from the experience.

2. What is something you learned during your internship that you did not know before you started?

Explain how you learned it and how you think you might use it in the future.

3. Which areas do you feel you grew or improved in the most? Select up to 3.

- ☐ Communication
- ☐ Working with others
- ☐ Leadership
- ☐ Responsibility and dependability
- ☐ Time management
- ☐ Problem-solving
- ☐ Working with children or community members
- ☐ Confidence
- ☐ Taking initiative
- ☐ Professionalism
- ☐ Other: _____

4. How did this internship change or strengthen the way you think about having a job or being part of a workplace?

Think about things like showing up on time, communicating with coworkers, taking responsibility, asking questions, or handling challenges.

5. What was the most valuable part of your internship experience?

Tell us what made it valuable to you and why you think you will remember or use it in the future.

6. How supported did you feel by your supervisor, mentor, or other staff?

- ☐ Very supported
- ☐ Mostly supported
- ☐ Somewhat supported
- ☐ I needed more support

7. Tell us about a challenge or difficult moment you experienced during your internship.

How did you handle it, and what did you learn from the experience?

Important: Your Youth Job Training Program internship requirements will be considered fulfilled once you have completed and submitted this timesheet and exit survey.