

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 2023 (by 12/15/2023)
- Winter Session 2024 (by 3/31/2024)
- Spring Session 2024 (by 6/15//2024)
- Summer Session 2024 (by 8/9/2023)

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: _____