

Brockton Area Workforce
BAWIB
Investment Board

Youth One Stop
YouthWorks
Career Center

2018 YouthWorks Summer Jobs
Program

Informational Webinar

Wednesday March 7th, 2pm

**YOUTH INTERNSHIP
PLACEMENT RFR**

PURPOSE



- The Brockton Area Workforce Investment Board (BAWIB) is seeking responses from non-profit organizations to provide summer employment to at-risk youth between the ages of 16-21.
- The BAWIB Summer Jobs program promotes a work and learning experience for Brockton youth providing them with a quality work experience, connections to the workforce, pipelines to youth employment and the opportunity to gain occupational skills.
- Nonprofit organizations and educational institutions that are interested in hosting youth for summer work may request an intern for **125 hours** from July 1st – September 1st, 2018. We are open to discussing start dates in June on an as needed basis.

FUNDING REQUIREMENTS



- Funding for this program is provided through the Commonwealth Corporation, YouthWorks state-funded employment program.
- The program requires specific eligibility for youth.
- All youth working in the 2018 BAWIB Summer Jobs Program must be directly referred from YouthWorks, the One-Stop Career Center for Youth.
- All youth will be BAWIB employees and paid directly from the BAWIB payroll system. (When you get approval for summer internship placements we will provide the payroll schedule to the main contact during an employer orientation and/or the young person's direct supervisor)

Who Is Eligible to Apply?



- Individual Entities or Partnerships which may include:
 - Non-profit Organizations
 - Public School Systems
 - Local Educational Agencies
 - Institutes of Higher Education
 - Community Based and/or Faith Based Organizations
- Provide documentation of Organizational Status, examples include:
 - 501(c)3 Certificate
 - 501(c)4 Certificate
 - Educational Institute Certificate
 - Secretary of Commonwealth: Corporations Division Screen Summary Printout
 - Tax ID Information

Eligibility Factors for Youth



- All youth need to be apart of a Low Income Family
- Meet 1 of the 9 barriers to success
- 20% of youth in summer program need to be apart of these most targeted barriers to success:
 - Youth that are homeless or runaways
 - Youth in and aging out of foster care
 - Youth offenders and those at risk of court
- Will accept a small amount of youth with no barrier
- We can only enroll 30 young people or less that has already participated in 1 past program session.

GEOGRAPHY



- Youth Must be able to provide proof of Brockton Residency
- Work placements outside of Brockton are allowable
 - Public transportation needs to be available for individuals that may not have other means of transportation.
 - Examples:
 - ✦ Placements at Bridgewater State College
 - ✦ Placements at Hanson Recreation-Camp Kiwanee
 - ✦ Placements at Stoughton YMCA

ORGANIZATIONAL REQUIREMENTS



- Supervisory Staff to oversee summer positions
- Fiscally Sound Agency with a Balanced Budget
- Be prepared that youth sometimes need:
 - One-on-One Supervision
 - Additional Training
 - Mentorship
- Youth must receive an orientation that includes:
 - Organization Philosophy's
 - Responsibilities of Position
 - Work Expectations



Placement priorities will be given to organizations that have the capacity to provide a work and learning experience for youth during the summer months.

NONSECTARIAN PROGRAMMING



- Limited to non-sectarian positions
- Programs or positions sponsored by religious organizations are eligible:
 - Provided enrollment is open to individuals of all religious and Ethnic backgrounds
 - Position responsibilities must be free of mandatory religious instruction, worship, or other sectarian activities

Training Requirement



This year BAWIB will train all youth using the 15 hrs. Signal Success Training curriculum, 10 hours prior to the youth starting their work experience and 5 hours in Aug.

Approved applicants are required to hold an orientation session with all youth interns prior to their start date.

OBJECTIVES



All Objectives must be met.

- Objective 1
 - Employment opportunities for 16 to 21 year old youth
 - Minimum wage of \$11.00
 - Total of 125 hours (does not include training hours)
 - 5 to 8 weeks between July 1 and September 1. (Can negotiate start dates for the end of June)

OBJECTIVES



All Objectives must be met.

- Objective 2
 - Employment opportunities that encourage youth to learn:
 - ✦ Leadership
 - ✦ Occupational Skills
 - ✦ Other Skills Related Qualifications
 - ✦ Soft skills needed for a successful adult work life.

OBJECTIVES



All Objectives must be met.

- Objective 3
 - Successful Work & Learning Experience
 - Use of Mass Work Based Learning Plan to conduct a review of skills during the work experience.



BAWIB Summer Jobs Program will determine placements based upon funds available at the time. As stated in the RFR we look for:

- A. Completeness of response
- B. Successful work and learning positions
- C. Meeting BAWIB objectives
- D. Capacity to support positions proposed and management capabilities

SUBMISSION



- Due: Friday March 30, 2018 by 3:00 p.m.
- Submit:
 - Two printed copies including: the coversheet, narrative, job descriptions, and required attachments. (do not staple or bind)
 - The electronic submissions should be sent via email to radams@bawib.org or handed in on a flash drive/disc.
 - ✦ Contents should include: the coversheet, narrative, job descriptions, and **optional referral list**. Name each file: Summer Job_(Your ProgramName.Coversheet.pdf)
 - All response should be no more than 2 pages, typed, doubled spaced & 12 point font or larger.

REFERRAL LIST



- All youth have opportunity to go through the application process with YouthWorks Career Center Staff.
- **THESE youth need to be determined eligible for the program by YouthWorks prior to working.**
- Only youth approved by YouthWorks Career Center will be paid through this funding.
- All youth are made eligible on a first come first serve basis.

REPORTING REQUIREMENTS



- Supervisors Manual included in the RFR as Appendix A. Please review manual, sign and submit signature page with your responses
- Worksite Agreement, **completed at orientation**
- Timesheet with Supervisor Signature, **due weekly**
- Work Based Learning Plan (WBLP), **due by Sep. 15, 2018**
- Employer Exit Survey, **completed at end of program**

APPENDIX A



Accidents/Near Mishaps/Unsafe Acts/Unsafe Conditions/First Aid

If an accident occurs at work, the worksite supervisor must immediately report it to BAWIB and an accident report completed. If an emergency exists, contact 911.

Dress Code

Youth are instructed that they must maintain an appropriate appearance at all times. Please clarify with the youth assigned to your worksite what acceptable attire.

Zero Tolerance Policy Concerning Abusive Language, Threats and Violence

Any youth who uses abusive language, makes a threat of any sort (including threatening "jokes"), engages in threatening behavior, fighting, or any kind of violence is subject to immediate termination.

PAYROLL INFORMATION

Pay Period Schedule

The pay period schedule will be included in the worksite agreement. _____
_____ BAWIB assigned Job Coach will review the pay schedule with you prior to the start date of the work experience. All time sheets are due on Friday's unless otherwise informed by a BAWIB staff member.

KEEP AN ONSITE FILE

For every participant working at your site there must be a file kept onsite that contains important BAWIB Summer Jobs Program documents. Below is a list of required documents that must be kept in the file:

- Emergency Information Card (photocopy)
- Signed Work Permit (photocopy) – If youth is 17 years old or younger
- Blank timesheets
- Accident Reports
- The Massachusetts Guide for Working Teens
- Youth Employment Program Agreement (photocopy)
- Performance Evaluation Paperwork
- This Supervisor Manual

Thank you for your participation in the BAWIB Summer Jobs Program. For more information please contact Krystel Love, Director of Youth Services, 508 584-9800 or kllove@bawib.org

Supervisor's Manual Acknowledgement Statement

I have received a copy of BAWIB Supervisor's Manual. I understand that I am to support and enforce these policies.

Date: _____ Worksite Supervisor Signature: _____

Print Name: _____ Title: _____

Email: _____ Phone: _____

Address: _____

WORKSITE AGREEMENT



- We require this form to be filled out for all youth placements.

Youth One Stop
YouthWorks
 Career Center

YOUTHWORKS EMPLOYMENT PROGRAM EMPLOYER AGREEMENT

COMPANY INFORMATION

Employer: _____
 Address: _____
 City: _____ State: _____ Zip: _____

WORKSITE CONTACT PERSON

Name: _____ Title: _____
 Email: _____
 Phone: _____ Fax: _____
 Person responsible for supervising the youth: _____
 Worksite Location: _____
 Phone: _____ Email: _____
 Cell: _____

MASSACHUSETTS WORK-BASED LEARNING PLAN REQUIREMENTS

The Site Supervisor agrees to complete the Massachusetts Work-Based Learning Plan in conjunction with a YouthWorks-BAWIB Job Coach and the intern twice during the placement on the following dates:
 Expected Start Date: _____ Expected End Date: _____
 Review Date 1: ____/____/____ Review Date 2: ____/____/____

WORK SCHEDULE

We know schedules may vary from week to week, but please provide us with an estimated work schedule for your participant.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Please select your organizations preferred method of timesheet submission:
 Fax Scan & Email Participant Submission Employer Delivery
 Please disclose if **LUNCH BREAKS** in your company are: PAID UNPAID

Timesheet



YouthWorks Summer Jobs Program - Weekly Timesheets

Employee
Name:
Worksite
Name

Supervisor
Name:
Worksite
Phone

Week Ending Date:								
Day		Time	Lunch	Lunch	Time	Total		
Of Week	Date	In	Out	In	Out	Daily Hours	Calculating Time	
Sunday						0.00	15 minutes = .25	
Monday						0.00	30 minutes = .50	
Tuesday						0.00	45 minutes = .75	
Wednesday						0.00		
Thursday						0.00		
Friday						0.00		
Saturday						0.00		
Weekly Total						0.00		

Employee Signature

Date

Supervisor Signature

Date

Supervisor Direct Phone #

Approved (BAWIB Staff Initials)

Date

WBLP



- **Employability Skills:**

- The “Employability Skills” are essential in every work environment throughout one’s career.

Massachusetts Work-Based Learning Plan

Participant's Name: _____ Worksite Supervisor Name: _____
 Participant's Email: _____ Worksite Supervisor Email: _____
 Participant's ID Number: _____ School / Program: _____
 Job Title: _____ Staff / Teacher Name: _____
 Worksite: _____ Start Date: _____ End Date: _____

JOB DESCRIPTION – Tasks, responsibilities, projects:

EMPLOYABILITY SKILLS

The employability skills below are essential in every work environment throughout one's career. Please discuss and review these skills at least twice during this work-based learning experience, in a first, baseline review and in a second review near the end of the work-based learning experience. (Two reviews to capture growth -- Be objective!)

KEY

- 1 = Performance Improvement Needed: Needs to have a strategy to improve this skill
- 2 = Developing: Developing this skill; learning to address challenges related to this skill; aware of next steps needed to develop this skill
- 3 = Competent: Demonstrates this skill; aware of the importance of this skill
- 4 = Proficient: Consistently demonstrates this skill; shows initiative to learn about, enhance or apply this skill
- 5 = Advanced: Exceeds expectations; works with high level of independence, acts as a role model, or shows initiative to apply and extend this skill

SKILL	PERFORMANCE EXPECTATIONS	REVIEWS		COMMENTS Notes, goals, and reflections for Review #1 and Review #2
		Use 1-5 Scale (See Key Above)		
Attendance and Punctuality	<ul style="list-style-type: none"> • Arrives on time and prepared for work • Provides sufficient notice if unable to report for work 	Rev #1		
		Rev #2		
Motivation and Initiative	<ul style="list-style-type: none"> • Participates fully in tasks or projects from start to finish • Initiates interaction with supervisor for next task or project upon successful completion of previous one 	Rev #1		
		Rev #2		
Communication	<ul style="list-style-type: none"> • Communicates effectively, orally and in writing, using the language and vocabulary appropriate to a variety of audiences within the workplace including coworkers, supervisors and customers • Demonstrates active listening skills; focuses attentively, makes eye contact or other affirming gestures, confirms understanding and follows directions 	Rev #1		
		Rev #2		
Teamwork and Collaboration	<ul style="list-style-type: none"> • Works productively with co-workers, individually and in teams; support organization's mission and goals • Accepts direction and constructive feedback with positive attitude 	Rev #1		
		Rev #2		
Critical Thinking and Problem Solving	<ul style="list-style-type: none"> • Notices and identifies challenges and problems that arise in the workplace • Brings concerns to attention of supervisors when appropriate • Develops solutions to challenges and problems by analyzing available information and looking at options, guided by expectations for the position and goals of the organization 	Rev #1		
		Rev #2		
Workplace Policy, Culture and Safety	<ul style="list-style-type: none"> • Exhibits understanding of workplace culture and policy • Dresses appropriately for position and duties • Practices personal hygiene appropriate for position and duties • Follows professional standards for use of computers, phones and social media • Respects confidentiality • Complies with health and safety rules for the workplace 	Rev #1		
		Rev #2		

WBLP



- Workplace & Career Specific Skills
- This section of the WBLP provides a template for describing specific skills and tasks relevant to the placement. We require a minimum of 3 skills.

WORKPLACE & CAREER SPECIFIC SKILLS

Select three to five skills that will be a focus for this work-based learning experience. Choose from the following lists or identify other skills relevant to the specific workplace or career goals. Skill definitions are available in the resource guide and the online screens. See <http://massconnect.org/wblp>

Career / Engagement Skills

Active Learning
Collecting and Organizing Information
Creativity
Customer Service
Leadership
Project Management
Public Speaking / Presentations
Teaching/Instructing
Time Management
Understanding All Aspects of the Industry

Digital Literacy Skills

Computer Technology
Database Use
Graphic Design
Media Literacy
Office Suite Software
Photo Editing
Software Development
Spreadsheet Use
Web Development
(Or industry specific technology)

Applied Academic Skills

Applied Mathematics
Reading
Research and Analysis
Writing
STEM-Related Skills
Engineering Concepts
Environmental Literacy
Health Literacy
Research and Analysis
Science Lab Concepts

Technical / Career-Specific Skills

Applied Arts and Design
Blueprint Reading
Child Development
Cooking / Culinary Arts
Early Childhood Math/Reading Literacy
Equipment Operation
Landscaping
Maintenance / Repair / Painting
Medical Office Skills
(Or other skills applicable to the work experience)

SKILL	SKILL DEFINITION	REVIEWS USE 1-5 SCALE (See Key Above)	COMMENTS Notes, goals, reflections for Review 1 and Review 2
		1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5	
		1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5	
		1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5	
		1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5	
		1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5	
		1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5	
		1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5 1-5	

COMMENTS & SIGNATURES

REVIEW #1:

REVIEW #2:

Participant Signature: _____ Participant Signature: _____
 Supervisor Signature: _____ Supervisor Signature: _____
 Staff Signature: _____ Staff Signature: _____
 Date: _____ Date: _____

WBLP



- Evaluation is based on the Employability Skills/Workplace and Career Specific Skills.
- A scoring rubric is provided on each page as a guide to evaluation.
- Each skill should be discuss/reviewed at least 2x during the experience:
 - First being a baseline review
 - Second being near the end of the experience
- 2 reviews to capture growth.
- Be objective

RESPONSE QUESTIONS



- Please submit all questions outside of today in writing to: radams@bawib.org by noon on March 12th, 2018.
- Any bidder can request a copy of the questions and answers after this date.
- Question and Answers will be available on www.bawib.org until March 30, 2018.

RESPONSES



- This YouthWorks Summer Jobs Program response will need to consist of a cover sheet, a concise response narrative (no more than 2 pages), job descriptions and attachments.
- Use the following outline as a guide:
 - Cover Sheet – use Addendum A
 - Narrative
 - Job Description(s) – use form that follows, Addendum B

ADDENDUM A



Addendum A – 2013 BAWIB Summer Jobs Program Cover Page

Name of Applicant Organization/Entity: _____

Name of Program (If Applicable): _____

Program Administration

Contact person: _____ Title: _____

Mail Address: _____ E-mail Address: _____

Telephone: _____ Fax Number: _____

- Check List:** Cover Page Response Narrative Job Descriptions
 Signed Supervisors Manuel
Attachments: Staff Resume Organization Chart(if applicable)
 List of Youth Referrals* (Youth must complete application process with YouthWorks before considered enrolled)
Documentation: 501(c)3 Certificate 501(c)4 Certificate Educational Institute Certificate
 Tax ID Information Secretary of the Commonwealth: Corporations Division Screen Summary Printout
 Other: _____

TOTAL NUMBER OF YOUTH REQUESTED: _____

	Position Title	Address, City	Start Date	End Date	# of Weeks	Daily Hours	Age Range
1							
2							
3							
4							
5							
6							

*Please include additional positions on a separate sheet.

Certification: I hereby certify that the information provided in this application is accurate and that I am duly authorized/empowered to sign contracts on behalf of this organization.

_____ Signature _____ Date

_____ Type or Print Name

Narrative



○ *Response Rationale*

- ✦ Provide a brief overview of the circumstances for which you are seeking paid interns.

○ *Organization Description*

- ✦ Provide a brief history of the organization and its accomplishments. Please attach an organizational chart and resumes of staff associated with the targeted program if applicable.

Narrative



- ***Program Description (if applicable, for example BAWIB is the organization - YouthWorks is the program, answer if youth will be working for a separate program within the organization)***
 - ✦ Provide a brief description of the program the youth will be working in and its accomplishments. If the work is not project-based but involves providing general support to your organization, provide a brief description of what this would entail.
 - ✦ How will the youth(s) be supervised?
 - ✦ What responsibility will the youth(s) have during the day?

ADDENDUM B



Addendum C – 2013 BAWIB Summer Jobs Program Job Description

Please fill out one job description for every different position available.

Agency Name:	Agency Contact:	
Main Address:	Phone:	
	Fax:	
Site Address:	Email:	
	Website:	
Minimum Age:		
Position Title:	Rate Per Hour:	
Position Location:	Start-End Date:	
Number of openings:	Hours Per Week:	
Job Description:		
Job Qualifications:		
<p align="center">Agency Referral Preferences: Please check contact preference. (YouthWorks staff will refer youth job applicants based on agency preference.)</p>		
Call to set up Youth Job interview:	Email Youth Application:	
Fax Youth Application:	Set-up Group Interviews at YouthWorks:	

- **Example Jobs:**
 - Youth Leader
 - Administrative Support Staff
 - Camp Counselors
 - Maintenance Assistant
 - Crew Member
 - Bakery Assistant
 - Assistant Teacher
 - Tutor

Award Notification



- Internship awards are not guaranteed, awards are contingent upon receipt of funding.
- Initial awards will be distributed in mid-April.
- If slots are not filled additional awards may be awarded in July & August.
- All approved worksites will be required to attend a program orientation.



THANK YOU FOR YOUR TIME AND INTEREST

QUESTIONS????

