

## Internship Eligibility

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### **Mission**

City Youth Now's Internship Program is designed to prepare youth for employment in a well supervised and supportive environment.

The Internship Program introduces participants to the world of work, allowing youth to gain the self-confidence, career awareness, financial literacy, and interpersonal competencies needed to succeed in the long term. City Youth Now is committed to assisting youth in making a successful transition to healthy adulthood and economic independence.

The Internship Program is designed with the maximum flexibility for youth and probation officers to find appropriate placements to meet individual needs. Our goal is to provide probation officers with an additional tool to enhance communication and positive experiences for their youth. Throughout the program, probation officers, work-site supervisors and youth are required to evaluate the youth's progress and experience.

### **Eligibility**

- Youth must be currently on or recently dismissed from probation within the jurisdiction of the San Francisco Juvenile Probation System.
- Youth must be between the ages of 14-19.
- Youth must work under the supervision of a Probation Officer and/or Case Manager approved by City Youth Now.
- Youth must attend an orientation to review program expectations, paperwork and individual goals of participants *prior* to starting program.

### **Goals:**

- Provide work experience at sites that are safe and well supervised;
- Enable youth to acquire positive work habits and develop job-related skills;
- Facilitate the long-term employment and self-sufficiency of youth;
- Enable youth to develop a greater understanding of career options and higher education available to them;
- Develop youth's financial literacy and other competencies that will prepare them to succeed in their transition to adulthood; and
- Enable youth to earn a stipend for their efforts.

## **INTERNSHIP PROGRAM GUIDELINES**

1. Youth will be selected by Probation Officers to participate in Internship Program.
2. Probation Officers will select internship sites for youth based on youth's needs and program availability.
3. Youth will complete an application for acceptance into program.
4. Youth must attend Internship Orientation *prior* to start of internship.
5. Probation Officers will work with youth and internship supervisor to identify specific objectives/outcomes for each phase of the internship.
6. Application and plan must be approved by City Youth Now before Internship begins.
7. Internship Program will have three (3) phases.
8. Youth must obtain appropriate signatures and have forms completed for each phase. A check will be issued for each phase once paperwork is complete.\*
9. Youth will receive a flat stipend amount at the completion of each phase.\*

*\* Please note: Stipend checks take up to 2 weeks to process. All paperwork must be complete prior to processing check.*

### **PHASE ONE**

**Goal:** Understand Basic Workplace Expectations

**Individual Objectives:** e.g.: Stays alert, arrives on time, dresses appropriately, etc.

**Length of Phase One:** Minimum 30 hours.

**Stipend Amount:** \$150

### **PHASE TWO**

**Goal:** Master Basic Workplace Expectations and Demonstrate Increasingly Professional Behavior/Setting Goals for the Future

**Objectives:** e.g.: Shows initiative for new tasks, asks questions when appropriate, accepts criticism, and completes tasks on time as required.

**Length of Phase Two:** Minimum 30 hours.

**Stipend Amount:** \$150

### **PHASE THREE**

**Goal:** Demonstrate Proficiency in Specific Training Area & Preparation for Future Employment.

**Objectives:** e.g.: Mastered specific skills (depending on area), mastered advanced skills, demonstrated an ability to train others, has completed a quality product (if applicable)

*All interns must complete a resume by the end of Phase 3 in order to receive the final stipend!*

**Length of Phase Three:** Minimum 50 hours.

**Stipend Amount:** \$250

**Total Stipend Amount (all three phases): \$550**