



WorkReady Summer Internships 2012

The WorkReady Summer Internship Model is made up of three key components: **Summer Intern Orientation, Workplace Experience, and Professional Development Series**. Together these experiences give young people a taste of the working world, exposure to career opportunities, and an understanding of how school is connected to economic success.

Summer Intern Orientation

The Summer Intern Orientation is a kick-off training event for the WorkReady summer program. The orientation will be filled with information and activities that help youth prepare for work and better develop the skills that promote workplace success. This event will take place June 27th at **Thomas Jefferson University**.

Workplace Experience

Internships offer more sophisticated employment and career exposure opportunities for youth with some work experience. WorkReady Summer Internships provide Philadelphia high school students with paid workplace experiences at area businesses for six weeks during the summer. **The 2012 program will run from July 2nd to August 10th.**

Professional Development Series

The WorkReady Professional Development Series is designed to create a space for interns to reflect on their summer work experience and develop the skills that they are already using and learning about in order to be successful in their workplace. The seminars are filled with activities that will engage interns' creativity and challenge them to find the links between work experience and the skills that are required for success. The seminars take place every **Friday from July 6th to August 10th at Thomas Jefferson University**.

Over the course of the six week series interns will focus on four 21st Century Skills:

Teamwork/Collaboration: Active listening, respecting others, understanding multiple viewpoints, appreciating diversity and, as a member of a team, making a positive contribution to group projects and presentations.

Productivity/Accountability: Working hard, completing assigned tasks on time and in a high-quality manner, maintaining good attendance and punctuality, and taking responsibility for your own work as well as that of the team.

Initiative/Self-Direction: Setting goals, planning effectively to meet goals, going beyond minimum job requirements, and seeking to solve the problems that you confront.

Flexibility/Adaptability: You adjust to varied roles and responsibilities, adapt and respond appropriately to change, work effectively when there is ambiguity, and incorporate feedback to improve job performance and alter behavior.

The Summer Intern Orientation and WorkReady Summer Professional Development Series is made possible with support from the following:



Thomas
Jefferson
University



Opportunity for Volunteer Facilitators

Facilitator Role

Facilitators will be required to work collaboratively with a co-facilitator to conduct activities, facilitate discussions and guide students through completion of program elements.

- Each team of two will work with a group of 25-35 youth.
- Facilitators will be provided with a curriculum and will be required to participate in a one-time prior training.

Education, Experience & Skills Required:

- Demonstrates experience working effectively with groups of youth
- Must be a team player who works well under pressure
- Demonstrates strong verbal and written communication skills
- Demonstrates strong presentation skills
- Demonstrates high level of comfort interacting with youth in group settings
- Demonstrates a positive attitude, willingness and appreciation for diverse personalities and learning styles

As a Volunteer what can I expect?

- **Training** conducted by Philadelphia Youth Network staff
- **Networking opportunities**
- **Gratification** from helping youth prepare for a rewarding and productive summer experience

Why Should I volunteer? *Because...*

- Participation is easy
- Your support helps provide career exposure and enhanced summer jobs for youth in Philadelphia
- It is a meaningful way to demonstrate your commitment to the community
- The time commitment is up to you. You can choose to volunteer only one afternoon during the **Summer Intern Orientation** or every Friday during the **Professional Development Series**

Volunteer Criteria

Summer Intern Orientation Facilitator

Availability on:

- Wednesday, June 27th (*Please choose one or multiple sessions*)
 - AM Session: 9am – 11am
 - PM Session: 1:30pm – 3:30pm

Professional Development Series Facilitator

Availability on:

- July 6th, July 13th, July 20th, July 27th, August 3rd and August 10th
- Please choose between
 - a half day: 8:00am-12:00am/12:30pm-4:30
 - or**
 - a full day: 8:00am-4:30pm

Please confirm your interest in volunteering as a facilitator to Christina Burton at CBurton@pyninc.org. Please include your name, company name, phone number and email address.

