

Virtual YouthForce Internship - Summer 2021 Program Overview & FAQs - For Families

Virtual YouthForce Internship Overview:

One key goal of the Virtual YouthForce Internship (VYFI) program is to provide a meaningful work-based learning and career exploration experience as well as exposure to soft skills needed to succeed in life after high school. VYFI is a competitive program for high school seniors focused on career pathways in high-wage, high-demand regional industry clusters:

- Business Services (office admin, HR, program/project management, finance/accounting, etc.)
- Digital Media/IT (communication, marketing, photo/video, security, etc.)
- Health Sciences (hospital administration, research, public health, etc.)
- Skilled Crafts (architecture, engineering, project management, etc.)

Eligibility Requirements for Students:

- Juniors (class of 2022)
- Orleans Parish residents
- Enrolled in a New Orleans open-enrollment, public high school
- Able to attend every day of training as scheduled and to work ~20 hrs/wk throughout the internship period (schedules vary by internship placement)

Compensation:

- Interns will receive up to \$1,200 *tax free* if they successfully complete the program
- Awards distributed three times throughout the program in installments of \$400 based on successful completion of program deliverables and milestones

Program Timeline and Key Dates¹

- **Applications due:** March 18th
- **Orientation via Zoom:** April 27th, 5-6PM, April 29th, 3:30-4:30PM, May 3rd, 5-6PM- Mandatory for student + parent/guardian!
- **Material Pick Up:** May 25th-27th, location/time TBD
- **Training:** June 2 - June 25 and some Fridays in July
- **Internship:** June 28 - July 30, 18-20 hr/wk
- **Closing Ceremony:** Early August (date TBD), in the evening - families will also be invited to join the celebration!

Program Requirements:

- **Attend a virtual Orientation Session with a parent or guardian and submit required paperwork**
- **100% attendance** in work-readiness training (60 hours)
- **100% attendance** and enthusiastic completion of internship (90 hours)
- A positive attitude and an openness to growth
- Dress professionally for both training and internship virtual events (ex. Zoom meetings)
- Check email daily and respond to YouthForce staff, as well as their internship supervisor(s)
- Direct/open communication with YouthForce staff and internship supervisor
- Complete required deliverable (weekly check-ins w/ coach, surveys, and other assignments)

¹ Full program schedule can be found on the last page of this document.

Frequently Asked Questions

Q: What makes Virtual YouthForce Internship a unique opportunity for the student?

A: There are many great reasons why VYFI is an amazing opportunity for young people:

- Training before internships to ensure students are prepared to navigate the world of work
- Opportunities to network with leaders from a variety of industries across the city
- Coaching support throughout the experience
- Gain experience in a professional workplace
- Opportunity to develop a mentorship relationship with an adult and earn a letter of recommendation for college and/or additional job opportunities

Q: My child is interested, how can they request more information and/or apply?

A: If they are ready to apply now, go to: apply.youthforcenola.org to start the application! The application window is from January 19 - March 18, 2021

If they are interested, but want more information before they apply, go to www.tfaforms.com/4842109 to sign our interest form! Make sure to select “YouthForce Internship” at the end of the survey. Once they complete the interest form, we’ll keep them up to date on our recruitment sessions and application support sessions. At these sessions, we’ll make sure they have the information they need to decide whether to apply and the support they need to complete an awesome application.

Q: What if the intern already has a part-time job - can they also participate in the YouthForce Internship program?

A: Yes! It is possible for YouthForce interns to still maintain an additional part-time job. However, we recommend that any intern who holds an additional part-time job have a conversation with their boss to let them know they are participating in this program, and provide their supervisor their internship schedule. **YFI training dates are not negotiable**, so students will need to schedule additional part-time work around these dates. During the school year, we recommend participants limit their additional job to weekend hours only, since they will have school and YFI during the weekdays.

Q: What if the intern has to attend summer school - can they also participate in the YouthForce Internship program?

A: More than likely, the summer school schedule will interfere with the YFI training schedule, and the **YFI training dates are not negotiable**. We recommend that any intern who must attend summer school has a conversation with someone at their school to review both of the schedules to make sure they will be available for all YFI training dates. If not, we ask that the intern declines the offer to be a part of the YFI program or withdraws from the YFI program by sending us an email at internship@youthforcenola.org explaining why they won’t be able to participate.

Q: What type of support will the intern receive in this program?

A: Every intern is assigned a YouthForce coach who remains in close contact throughout the internship through regular check-ins over video and phone calls. The purpose of the check-ins are to ensure each intern enjoys their internship, feels valued and respected at their work site, and is supported through any challenges they may face.. In addition, coaches facilitate the YFI training, support interns with their asynchronous training assignments, and monitor intern progress to ensure the interns are receiving paychecks on time and are on track to complete their training and internship hour work requirements.

Q: What will the intern's schedule look like during their internship?

A: Schedules will vary, but most internship supervisors request that their interns work ~20 hours per week. The YouthForce Coaches will work with each student to determine the best internship schedule and then support interns in finalizing their schedule with their internship supervisor. It is the full responsibility of each intern to understand their own schedule and to inform their coach and their internship supervisor when they are unavailable to work. *Habitual changing of an internship schedule and absences, (without advance notice) will result in removal from the program.*

Q: How will the intern be compensated?

A: Interns can earn up to \$1,200, dispersed in three payments throughout the program in the form of tax-free financial awards. To receive their awards, interns must complete their required hours (mandatory training sessions and internship hours) and complete key program requirements (deliverables, check-ins with their coach, etc). Interns must also clock in and out of their internship via the When I Work app, and their hours must be approved by their coach and internship supervisor. Interns will be provided a pay schedule on their first day of training.

To receive any of their financial awards, every intern must have a bank account in their own name and enroll in direct deposit. Additional information and support is available as needed; please email internship@youthforcenola.org to request additional resources.

Q: What paperwork will students and parents/guardians need to submit?

A: Please see our [Virtual YFI Paperwork Checklist](#).

Q: What happens at Intern + Parent/Guardian Orientation?

A: Orientation is a virtual session (approx 1 hr, on Zoom) that every intern and at least one parent/guardian of each intern must attend. During Orientation, the YouthForce Internship staff will provide key information about the program and enrollment requirements (paperwork, bank accounts, etc) and answer any questions that you may have about the YouthForce Internship program.

Q: What happens at Materials + Tech Distribution Days?

A: This is the ONLY event that occurs in person during the Virtual YouthForce Internship program. Interns need to attend one of the Materials + Technology Distribution Days to pick up their materials for the program. Each intern will be given a YouthForce Internship polo shirt, their Intern Handbook, an Intern Workbook (which contains all handouts and documents they'll need in training), and additional training resources such as a YouthForce notebook, earbuds, and etc. Interns will also take professional headshots at this event. We will ask that they put on their YouthForce polo for the photograph. Interns who need a computer or hotspot to complete the program can also signout a YouthForce NOLA Chromebook and/or Hotspot. Interns should let us know on the Intern Information Form via Formstack if they are in need of technology for the program.

Q: What should interns wear to training and their internship?

A: During training, students are required to wear business casual which includes:

- School or YouthForce shirt
- Dress shirt, open-collar shirt, or polo shirt
- Dress (no spaghetti straps or strapless)
- Knit shirt or sweater

- No hats or hoods

During internships, employers should communicate the appropriate dress code in their offices on the first day. Interns must comply with the dress code outlined by their employer. If an alternate dress code is not given, students should continue to wear business casual.

Q: What do students do and learn about in training?

A: The training curriculum is designed to prepare all interns for their internship and the workplace in general through information sessions, workshops, interactive activities, guest speakers/panels, networking events, etc. Major training topics include: soft skills (problem solving, communication, collaboration, etc.), business etiquette (professional dress, handshakes, small talk, email etiquette, etc.), job-seeking skills (personal pitch, interview skills, company research, networking, LinkedIn, resumes), life literacies (financial literacy, scheduling, digital literacy), and industry exposure. [Click here to see the training curriculum overview.](#)

Q: How can a parent/guardian support an intern through this experience?

A: Guardians should plan to attend orientation, help with enrollment paperwork, and support with setting up bank accounts for their child. Beyond this, the most impactful thing parents can do is check in with their child and ask them about their experiences. If you'd like to go above and beyond, it certainly doesn't hurt if you reinforce some of the key soft skills employers say are most important - stick to your schedule, show up on time, communicate professionally, and bring your best attitude to work. If you have any questions or concerns about the program or your student's internship, feel free to reach out to us at internship@youthforcenola.org or directly to their internship coach.

Q: What is the Closing Ceremony?

A: Closing Ceremony is the virtual, end of program celebration of YouthForce Interns! YFI staff, coaches, employers, interns, and their families come together on Zoom for a special event to recognize the success of our amazing young people! The event will occur in early-August, and your child will receive an e-invite to RSVP on behalf of themselves and their family closer to time for the event. We hope to see you there!

For more information, check us out online at youthforcenola.org!

Summer 2021 VYFI Program Schedule

Event	Date	Time	Notes
Virtual Intern + Parent/ Guardian Orientation	April 27 April 29 May 3	5-6PM via Zoom 3:30-4:30PM via Zoom 5-6PM via Zoom	Intern and guardian must attend one of these sessions
Materials + Tech Distribution Days	May 25-27	TBD (in person)	Intern must attend one of these sessions We will also take professional headshots at these events; interns will be given a YFI polo to wear
Virtual Training	June 2 - June 24 July 9 + 23	10AM-12PM via Zoom, 12:30PM-2:30PM via Google Classroom	Most Mondays - Thursdays in June Two Fridays in July
Virtual Internships	June 28 - July 30	Days + times will vary based on placements (90 hours total)	
Closing Ceremony	Early August	TBD (live via Zoom)	Family and friends are invited to attend the celebration as well! RSVP information will be shared toward the end of the program.