

Meeting Outline for setting up internships:

What type of work would you like the intern to assist with?

(Specific Department or Specific task?)

-Each internship should be built to address needs of the business while providing students a chance to observe the more detailed aspect of work.

What kind of internship would fit for the work the business is needing done-

-On going daily projects within 1 department within the business, this is focused more on the tasks than shadowing, than a programmatic internship.

– Examples: daily admin assistance, social media assistance, event logistic, data entry, meeting support, customer support, data collection, Research collection.

-These internships can be built and run over several summers as long as the need of the business remain the same and the scoop of work fits the Job Descriptions.

-Specific short-term projects: These Internships may only happen once depending on that need, but it's a great way to start building ideas for ongoing internships

. Digitalizing files, updating a data base, data collection, longer digital media projects, Videography, graphic design, web updates, software/hardware update

-Programmatic: Internships focused on assist different department daily projects while providing a higher level of job shadows part of the time for the internship to develop an understanding of each department.

Does your business need assistance with an Internship Job description, the youth employment project has a library of Job description that can be quickly tailored to your business?

Job Descriptions already set up:

Admin assistance

I.T. Support

Leadership

Data entry

Summer programming

Marketing *Eldorado Example*

Engineering *Eldorado Example*

Public works *Eldorado Example*

How long would your company want support of an intern?

- 2-3 weeks
- 4-6 weeks
- 7-8 weeks
- All of summer
- Until project is finished

How do you want to source interns?

Yep promotes- business handles Interviews, yep provides referrals

Yep specifically vets and interviews before business

Yep vets and places student, business does not have to interview

Would you like YEP to provide weekly to Bi-weekly check ins on the students to gather reflections?

Yes, please.

No, I will provide weekly or Bi-weekly touch bases to reflect on the week (or weeks.)

Can your business provide a mid-point evaluation and a Final Evaluation for the interns?

- Depending on length of internship it could be Bi-weekly touch bases and a single final Evaluation. If it is a longer-term internship (whole length of summer) we request both to keep the intern in the loop of feedback.

Job Description examples:

High school summer internship: Administrative Assistance		
Program Youth Employment Project		
Position Title Program Intern		
Reports to: P.O.C at the Business		
Job Description Number	Pay Grade	Revision Date

Job Summary:

Energetic, interested assistant prepared to support clerical and organizational needs. Will support, on a rotating basis all departments, teams and special projects as requested.

Essential Functions:

Clerical support

- Filing, document generation, collating materials.
- Provide clerical support to the Events and Communications Coordinator.

Organizational Support

- Support events logistic.
- Support individuals assigned to provide logistical support for Board and committee meetings.

Special Projects

- Assist with any additional special or one-time projects that require additional support.

Relationships

- Support, respect, and communicate clearly with all internal staff and external contacts.

Completes other duties as assigned or required to support the program(s).

Knowledge/Skills/Abilities:

Section 1:

- Prefer writing and proofreading skills, including spelling, grammar, and punctuation.
- Prefer customer service skills, including ability to respond courteously under pressure.
- Prefer attention to detail.
- Prefer proficiency with Word, Excel and PowerPoint.
- Requires a proactive approach to problem-solving with strong decision-making skills.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to communicate, exchange information, identify and observe.
- The employee is frequently required to remain in stationary positions.
- The employee must occasionally lift and/or move objects or materials up to 20 lbs.
- Must be able to operate a computer or other office productivity machinery such as, but not limited to, phones, copier machines, fax machines.
- Must be able to identify and recognize information at a close range.
- Occasionally positions self to maintain files or other office supplies.

Education:

Some high school required.

APPROVALS

Employee Signature

Date

Immediate Supervisor Signature

Date

HUMAN RESOURCES DEPARTMENT

Human Resources Signature

Date

High school summer intern: Information Technology

Program Youth Employment Project		
Position Title I.T. Program Intern		
Reports to: P.O.C at the Business		
Job Description Number	Pay Grade	Revision Date

SUMMARY: An Information Technology Summer Intern is a student employee that assists the Help Desk Team provide quality technology support under the direct supervision of the Lead Computer Technician. Student Interns are exposed to technologies and tasks that prepare their technology skills and work habits for future IT careers.

ESSENTIAL FUNCTIONS:

- Provide user support which requires troubleshooting and providing technical guidance to company staff as needed
- Assist with the deployment of new equipment.
- Assist with software installs.
- Assist in collecting information for the equipment inventory.
- Assist with regular housekeeping procedures including but not limited to: data backup, software updates, hardware maintenance etc.
- Any other duties assigned by leadership.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

Operating a personal computer utilizing standard software such as Microsoft Office and Google.

Basic I.T. procedures.

Skilled in:

Working independently or under the guidance of the supervisor.

Attention to detail, organizational skills, and the ability to problem solve.

MINIMUM QUALIFICATIONS:

Must be actively enrolled in high school and be at least 16 years of age at the time of employment.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Driver's license is preferred by not required

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work may be performed in a standard office environment or in the field. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

APPROVALS

Employee Signature

Date

Immediate Supervisor Signature

Date

HUMAN RESOURCES DEPARTMENT

Human Resources Signature

Date

High school summer internship: Data Entry		
Program Youth Employment Project		
Position Title Data Entry Program Intern		
Reports to: P.O.C at the Business		
Job Description Number	Pay Grade	Revision Date

SUMMARY: A Data Entry Summer Intern is a student employee that assists provide quality data entry support under the direct supervision. Student Interns are exposed to different programs and tasks that prepare their skills and work habits for future careers.

ESSENTIAL FUNCTIONS:

- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Sort information according to priorities to prepare source data for computer entry
- Assist and obtain further information for incomplete documents
- Scan documents and print files, when needed
- Keep information confidential
- Respond to queries for information and access relevant files
- Comply with data integrity and security policies
- Ensure proper use of office equipment and address any malfunctions

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

- Experience with MS Office and data program
- Organization skills, with an ability to stay focused on assigned tasks

Skilled in:

- Using office equipment, like fax machine and scanner

- Typing speed and accuracy
- Excellent knowledge of correct spelling, grammar and punctuation
- Attention to detail

MINIMUM QUALIFICATIONS:

Must be actively enrolled in high school and be at least 16 years of age at the time of employment.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Driver's license is preferred by not required

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work may be performed in a standard office environment or in the field. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

APPROVALS

Employee Signature

Date

Immediate Supervisor Signature

Date

HUMAN RESOURCES DEPARTMENT

Human Resources Signature

Date

