



GREATER BROCKTON WORKFORCE BOARD

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YouthWorks Summer Jobs and Youth Internship Program Informational Webinar

Monday, March 29, 10:30am

**YOUTH INTERNSHIP
PLACEMENT RFR**

PURPOSE



- The MassHire Greater Brockton Workforce Board (MassHireGBWB) is seeking responses from community-based organizations
- The MassHire Greater Brockton YouthWorks (MasshireGBYW) 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(s) for **125 hours** from June 28th – August 27, 2021.

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 Summer Jobs Program must be directly referred from YouthWorks, the One-Stop Career Center for Youth for approval to participate in the program.
- All youth approved will be MassHireGBWB employees and paid directly from the MassHireGBWB payroll system. (When you get approval for summer internship placements, we will give the payroll schedule to the main contact during an employer orientation or to the direct supervisor of the intern)

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 (shared upon request)
- 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
 - Effected by COVID-19
- Will accept a small amount of youth with no barrier

REFERRAL LIST



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

GEOGRAPHY



- All youth that live in the MassHireGBWB Service Delivery Area can apply for the program.

- Abington
- Avon
- Bridgewater
- Brockton
- East Bridgewater
- Easton
- Hason
- Stoughton
- West Bridgewater
- Whitman

Due to the nature of the funding, priority will be given to Brockton & Stoughton Residents.

All other eligibility requires (such as income and barriers) apply to any young person that applies.

GEOGRAPHY



- All work placements within the MassHireGBWB Service Delivery Area allowable
 - Public transportation needs to be available for individuals that may not have other means of transportation.
 - Examples:
 - ✦ Placements at Bridgewater State University
 - ✦ 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 MassHireGBYW will train all youth using:

- 2 hours program orientation to the program (not to be confused with an orientation to their internship at your site)
- 90 minutes of live Signal Success sessions
- 10 hours self-led Signal Success Training online training curriculum, which focuses on Work Readiness Skills

Approved **EMPLOYERS** are required to hold an orientation session with all youth interns prior to starting their work tasks.

OBJECTIVES



All Objectives must be met.

- Objective 1
 - Employment opportunities for 16- to 21-year-old youth
 - Minimum wage of \$13.50
 - Total of 125 hours (does not include training hours)
 - Can not work more than 30 hours a week without approval
 - 5 to 8 weeks between June 28th and August 27th.

OBJECTIVES



All Objectives must be met.

- Objective 2
 - In-person or virtual 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 (WBLP) to conduct a review of skills during the work experience. (will give additional information on what a WBLP is later in the presentation)

Criteria



MassHireGBWB 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 MassHireGBWB objectives
- D.** Capacity to support positions proposed and management capabilities

RESPONSE QUESTIONS



- Please submit all questions outside of today in writing to: radams@masshiregbwb.org by noon on April 2nd, 2021.
- Any bidder can request a copy of the questions and answers after this date.
- Question and Answers will be available on www.masshiregbwb.org until April 9, 2021.

SUBMISSION



- Due: Friday April 9th, 2021
- All response should be no more than 2 pages, typed, doubled spaced & 12-point font or larger
- Submit:
 - Electronic version is due by 3:00 p.m.
 - The electronic submissions should be sent via email to radams@masshiregbwb.org.
 - ✦ Contents should include: the coversheet, narrative, job descriptions, YouthWorks Checklist and Guiding Document for In-Person Programming Chart, and **optional referral list**.

SUBMISSION



- **Submit:**
 - Paper version is due to the MassHireGBWB Drop Box
 - Deliver paper copies:
 - ✦ 34 School Street, Brockton, MA 02301, back entrance, drop box
 - Two printed copies including: cover sheet, narrative, organization chart (if applicable), staff resumes, job descriptions, YouthWorks Checklist and Guiding Document for In-Person Programming Chart and signature page of the supervisor's manual. (do not staple or bind)

ADDENDUM A



Addendum A
2019 Great Brockton YouthWorks 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
Attachments: Organization Chart (if applicable) Staff Resume Job Descriptions
 Signed Supervisors Manual (pg. 14)
 List of Referrals* (Youth must complete application process with MassHireGBYW before they are 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	Start Date	End Date	# of Weeks	Daily Hours	Age Range
1						
2						
3						
4						
5						

*If needed 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

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
 - Supervisors Manual Signature page, Appendix A
 - YouthWorks Checklist and Guiding Document for In-Person Programming Chart, Appendix B

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 MassHireGBWB is the organization – MassHireGB YouthWorks is the program, answer if youth will be working for a separate program within the organization)***
 1. 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.
 2. How will the youth(s) be supervised?
 3. What responsibility will the youth(s) have during the day?

Narrative Cont.



4. Type of position in-person or virtual? Location of worksite / remote availability?
 - i. What COVID-19 precautions are in place at the worksite?
 - ii. Can or is this work done remotely?

ADDENDUM B



Addendum B
2019 Great Brockton YouthWorks Summer Jobs Program
Job Description

Please fill out one job description or attach company description for each of the various positions you have 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:	

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

APPENDIX A



APPENDIX A Supervisor Manual

INTRODUCTION

Welcome to the MassHire Greater Brockton YouthWorks Summer Jobs Program!

The MassHire Greater Brockton Workforce Board (MassHireGBWB) is the manager and operator of the local One Stop Career Center for Youth, which is the MassHire Greater Brockton YouthWorks (MassHireGBYW). Your participation in this program is valued and we anticipate that the experience will be a positive one for the youth and your organization. By serving as a worksite for this program, you are helping to create a pipeline for tomorrow's future workforce. This guide was prepared to help you understand the objectives of the program and provide guidance to our policies.

OBJECTIVES

The specific objectives of the YouthWorks Summer Jobs Program are:

- To give youth the opportunity to have meaningful work experience, training, acquire useful work habits, and skills;
- To help youth earn money; and
- To prepare youth for a meaningful, unsubsidized employment.

INFORMATION FOR SUPERVISORS

The MassHire Greater Brockton Workforce Board serves as the employer of record for the youth who participate in this program. As such, it is our responsibility to comply with all labor regulations on behalf of the youth (see The Massachusetts Guide for Working Teens). With input from employers, community partners and participants, we have compiled this guide to ensure a successful work experience for the youth and your organization. Upon receipt of this guide, MassHireGBYW will collect the **MassHireGBYW Summer Jobs Program agreement** which will be signed by MassHireGBYW Staff and Employer Supervisor (you). The agreement identifies the roles and responsibilities of the youth and the organization. _____ **employer staff initials**

1. **Direct supervision:** As a worksite supervisor, it is important for you to be at the worksite during the youth's assigned hours. An alternate worksite supervisor should be assigned during your absence.
2. **Time Records:** Participants will be required to record their time in and time out on a time sheet (supplied by MassHireGBYW). Worksite supervisors must ensure that participants' record actual hours worked. The timesheet should reflect the time the participant started and the time the participant ended their work shift using 15-minute increments. Time records must be available on-site at all times and presented at the request of the staff. You will be informed about the distribution and collection of timecards.
3. **Safety:** All work performed by youth must comply with State and Federal laws governing health and safety. If you are in doubt about compliance, consult MassHireGBYW staff. Should an event relating to the youth's safety occur, you must immediately inform MassHireGBYW and fill out an accident report.
4. **Accidents and Illness:** If a youth is injured or becomes ill while on the job, contact the MassHireGBYW staff and/or refer to Emergency Procedures Information located in this manual.
5. **Discipline/Termination:** Due to the nature of the program MassHireGBWB would like employers to understand the importance of this opportunity being a work and learning experience for the young people in the program. We have a separate Zero Tolerance Policy, which addresses behaviors that will give MassHireGBWB and the employer partners grounds to immediately dismiss a youth from the program. See page 13 for complete details of the policy. If the youth needs to be disciplined due to: being late for

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

Supervisor's Manual Acknowledgement Statement: I have received a copy of MassHireGBWB Supervisor's Manual. I have reviewed all manual and I understand that I am to support and enforce these policies.

Date: _____ Worksite Supervisor Signature: _____

Print Name: _____ Title: _____

Email: _____ Phone: _____

Address: _____

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APPENDIX B



Appendix B

YouthWorks Checklist and Guiding Document for In-Person Programming

The following chart clarifies what information to collect and submit in order to meet the requirements for approval of in-person Placements.¹

Documented	Information to be documented/submitted	Relevant Requirement Supported by this information
	Summary of health and safety protocols to be followed at the in-person worksite. These protocols should cover not only the basics asked of all businesses but also anything relevant to the YW placement duties.	Able to support and adhere to all current Massachusetts Covid-19 Guidance and Directives
	Relevant PPE needed for placement and whether the employer, YW partner organization or youth is responsible for providing these items.	Able to support and adhere to all current Massachusetts Covid-19 Guidance and Directives
	Who at the worksite is responsible for overseeing participants' adherence to health and safety protocols? Under what circumstance will a worksite inform the partner organization if protocols were not followed?	Have a clear written policy that explains how worksites will monitor and immediately address any breaches in safety practices. Please note that anytime there is a concern that a YouthWorks participant has been exposed to COVID-19 at a worksite, the Commonwealth Corporation and MA Department of Industrial Accidents must be informed. ²

¹ Non-worksite in-person programming is subject to the same safety and health guidelines and also must be approved by a signatory of the vendor organization running the program and if the training is being held at another site such as a school or training partner, a signatory from their organization must also approve the programming.

² MA Department of Industrial Accidents (617) 727-4900 or info2@mass.gov.

WORKSITE ORIENTATION



- All Companies approved for program will be required to participate in an orientation
- Complete additional paperwork
 - Worksite Agreement
 - Incident Report
- Allow MassHireGBWB staff to do 1-2 in-person / virtual site visits.

Timesheet



MassHire Greater Brockton YouthWorks Summer Jobs Program - Weekly Timesheets

Employee Name: _____ Supervisor Name: _____
 Worksite Name: _____ Worksite Phone: _____

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

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Supervisor Direct Phone # _____

Approved (MassHire GBYW Staff Signature) _____

Date _____

Total Hrs. _____

Approved (MassHire GBWB Fiscal Dept. Signature) _____

Date _____

Total Hrs. _____

Mass Work-Based Learning Plan (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 	1P	1P	
		2P	2P	
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 	1P	1P	
		2P	2P	
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 	1P	1P	
		2P	2P	
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 	1P	1P	
		2P	2P	
Critical Thinking and Problem Solving	<ul style="list-style-type: none"> Notifies 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 	1P	1P	
		2P	2P	
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 	1P	1P	
		2P	2P	

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>

<u>Career / Engagement Skills</u>	<u>Digital Literacy Skills</u>	<u>Applied Academic Skills</u>	<u>Technical / Career-Specific Skills</u>
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	Computer Technology Database Use Graphic Design Media Literacy Office Suite Software Photo Editing Software Development Spreadsheet Use Web Development (Or industry specific technology)	Applied Mathematics Reading Research and Analysis Writing STEM-Related Skills Engineering Concepts Environmental Literacy Health Literacy Research and Analysis Science Lab Concepts	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		COMMENTS Notes, goals, reflections for Review 1 and Review 2
		USE 1-5 SCALE (See Key Above)		
		1P #/Wk		
		2P #/Wk		
		3P #/Wk		
		4P #/Wk		
		5P #/Wk		
		1P #/Wk		
		2P #/Wk		
		3P #/Wk		
		4P #/Wk		
		5P #/Wk		

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

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**
- 1-2 site visits while intern(s) are scheduled to work
- WBLP, **due by Sep. 10, 2021**
- Employer Exit Survey, **completed at end of program**

Award Notification

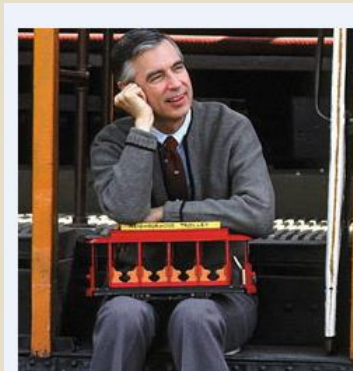


- Internship awards are not guaranteed, awards are contingent upon receipt of funding.
- Initial awards will be distributed in mid-April.
- If slots are not filled additional awards may be awarded in July & August.
- All approved worksites will be required to attend a program orientation.



THANK YOU FOR YOUR TIME AND INTEREST

QUESTIONS?



Contact Info



Additional questions email:
Rachel Cherry-Adams by noon on March 1st
radams@masshiregbwb.org

Krystal Love
kllove@masshiregbwb.org

508-584-9800