

City of Norfolk Summer Earn & Learn Program



February 2009

Program Overview

To provide Norfolk youth a unique opportunity to:

- Gain meaningful work experience
- Spend their summer in a constructive manner
- Gain funds for school and other personal/family needs
- Develop “work readiness” skills necessary for success in the workplace

Program Objectives:

- Meaningful Work Experience
 - Expose youth to a variety of careers in both the public and private sectors
 - Establish an excellent work record
 - Provide alternative to idle time creating delinquency problems
 - Gain funds for school and other personal/family needs
- Work Readiness Skills
 - Instill positive work habits, attitudes, and skills
 - Expose youth to the culture of the workplace and how to ensure success
 - Prepare youth for the work force

Eligibility Requirements

- Residency in Norfolk
- Commitment to complete the program
- 14 to 15 years old for the Pre-Employment Program
- 16 to 19 years old for the Employment Program
- Successful completion of the 2008 program guarantees acceptance
- Special consideration will be given to youth with physical disabilities

Pre-Employment Program

Environment

Community

- Community Service Program with two tracks open to youth ages 14 to 15.
- 20 hour a week program focusing on community, job preparedness, life skills and conflict resolution.
- Two modules:
 - Environment module focuses on a variety of projects including habitat restoration, city beautification and beach clean-up.
 - Community module focuses on special projects such as National Night Out and volunteer work with community based agencies.

Employment Program

- Focuses on developing skills and work habits in a challenging and rewarding work environment
 - Four hours a week of life-skills and workplace readiness training
 - 36 hours a week working in a city/private sector position
- Public Service Employment Program with placements in 20 departments and agencies
- Goal is to increase number of private sector placements

Life Skills and Workplace Readiness Training

- Half day training for 4 weeks provided by Community Mediation on:
 - Principles of conflict resolution
 - Mediation tools to solve problems and succeed in life
 - Goal Setting, Diversity, Civic Responsibility
- Half day training for 4 weeks provided by TCC faculty to include:
 - Individual skills assessment linked to future careers
 - Computer literacy
 - Resume writing and interviewing skills
 - Effective self-presentation

Program Outreach

- Direct mailing to past participants
- Meeting held with all Norfolk Public School Guidance Counselors
- Contact with Norfolk based private schools
- Job fair to be held on April 11th at the Norfolk Scope
- Letter from the Mayor requesting participation to Norfolk businesses
- Briefing sessions were held at Blyden and Horace Downing Libraries where assistance was provided to youth in applying online

Participants from 2005 - 2008

	2005	2006	2007	2008
Employment Positions	142	310	318	330
Pre-Employment Positions	50	40	80	40
Completed Employment Program	121	225	277	285
Completed Pre-Employment Program	45	34	80	40
Returning Participants	63	160	179	
Number of Applications	225	997	682	1541
Youth Hired by Depts.		3	7	10

Program Critical Dates for 2009

- Job Fair scheduled for April 11th at Norfolk Scope
- Apply online from March 2nd to April 17th at www.norfolk.gov/jobs or visit the Employment Center at 520 E. Main Street
- Applicant notification of program acceptance is May 15th
- Orientation for youth accepted into program is June 6th
- First day of Employment Program is June 22nd
- First day of the Pre-Employment Program is July 6th
- Award luncheon scheduled for August 14th

City of Norfolk Municipal Intern Program



February 2009

Purpose Statement

The purpose of the City of Norfolk's Municipal Internship program is to attract talented college students to the public sector by providing valuable work experiences.

Program Objectives:

- Develop student's professional and interpersonal skills
- Orientate the intern to local government policy, procedures, and practices
- Enhance intern knowledge of desired field of interest
- Provide valuable work experience

Eligibility Requirements

- Currently enrolled in good standing in an undergraduate or graduate degree program
- College junior or above
- Working in a course of study relevant for the intern position
- Preference is given to Norfolk residents
- GPA is considered

Internship Program

- Approximately 20 interns work within various city departments each summer
- Human Resources reviews intern project requests from departments and selects those projects most likely to offer a positive experience for prospective interns
- Eight week program, 40 hours per week, beginning in June, ending in August
- Undergraduate students earn \$8.50 per hour and graduate students earn \$10.65 per hour

Program Outreach

- Direct mailing to recent Norfolk high school graduates
- Participation in ODU and NSU co-op/intern fairs
- Visit NSU and ODU career centers
- Posting intern opportunities on local college websites
- Advertising intern positions on Norfolk's employment website

2008 Program Logistics

- 438 students applied online
- 20 interns were hired
- 93% of interns reported having a good to excellent overall experience

Application Process

- Applications will be accepted online beginning March through May 1st.
- To be considered for an internship program, students must complete the online application process and electronically attach their college transcripts.

Comments from Past Interns

“Good experience – supervisors were always available to answer any questions I had...”

“Well organized and did a great job of placing us in the right department.”

“Wonderful experience. Great Supervisor. Truly enjoyed.”

“This was a very outstanding internship. I was able to gain a ton of hands on experience. I am absolutely grateful for having this opportunity. Thank you.”

Questions



Employment Resources

- City of Norfolk
www.norfolk.gov
- Virginia Employment Commission
www.vawc.virginia.gov
- Department of Labor
www.dol.gov
- <http://hotjobs.yahoo.com>
- www.monster.com
- www.quintcareers.com
- O'Net
<http://www.onetknowledgesite.com/jobseekers.cfm>