

Family Partnership –Youth Participant Internship Program

*“Start Strong, Finish Strong, Stay Strong
Together, Everyone Wins!”*

Family Partnership is a Department of Citizen Services Division of Frederick County, MD



Family Partnership Mission

Family Partnership is a family support center that provides two generational programs as well as a youth development center for youth ages 16-24. The *Family Partnership Youth Participant Internship Program* focuses on out-of-school and disconnected youth with barriers. Barriers may include, school dropout, low income, subject to the justice system, homeless, pregnant, parenting, or have a disability. The program includes, GED education and tutoring for diploma completion, career exploration, job readiness, computer literacy, financial literacy, health education and life skills. Our vision is that youth will become energized, valued, productive, and tax paying citizens of our community. Family Partnership with community support, empowers individuals and families of diverse backgrounds to be stable and self-sufficient by building on their strengths and skills.

Youth Participant Internship Program Vision

To provide meaningful hands-on work experience and job shadowing opportunities in an intern's field of interest and career pathway; while at the same time, providing productive support and value to a local Frederick business, agency, church or school.

Expectations for Interns

- Develop self-esteem and self-sufficiency
- Gain hands-on experience at a local business to build upon skills learned in the classroom/workshops
- Develop an understanding of the workplace under the guidance/mentoring of worksite professionals
- Explore and research potential careers by immersion into a career pathway
- Develop workplace responsibility and learn basic workplace expectations and realities
- Network and develop professional contacts for future employment and mentoring
- Establish positive work habits and attitudes
- Learn valuable technical, transferable and soft life skills

Expectations for Internship Worksite Employers

- Gain access to free labor and an expanded pool of qualified applicants
 - Invest early to develop a local professionally trained workforce
 - “Try before buying” potential future employee and reduce future employee costs
 - Introduce interns to the world of work & possible careers
 - Communicate to interns how important basic communication and life skills are to success
 - Give back and be an important, active and caring part of our local business community
 - Promote good public relations and contribute to the success of our Frederick County youth
 - Build morale among employees and staff by including them as part of this positive enrichment program
 - Help Interns to make informed career & educational choices
- (Continued on page 2)

The Youth Participant Internship Process

Family Partnership receives a Federal grant called the Workforce Innovation and Opportunity Act (WIOA) from Frederick County Workforce Services, which allows Family Partnership to place an intern on Frederick County payroll as a temporary part-time non-benefited employee, and pay a fair wage for this internship experience. (Therefore, the intern is considered a “volunteer” by the worksite, and a “paid intern” by Family Partnership).

1. Intern participants are selected by Family Partnership Staff, as a reward for excellent center attendance, achievements, progress, attitude and work ethic
2. Résumé writing and mock interview preparation by Family Partnership prior to the internship
3. Family Partnership makes initial contact and inquiry to specific and appropriate potential worksites
4. Formal interview is conducted by a worksite supervisor at the worksite & any internship offer/rejection decision, is made by the worksite
5. Work schedule is developed jointly with the worksite and the intern (Internship is for 12 weeks and for no more than 24 hrs. per week)
6. A brief worksite agreement documenting responsibilities of worksite, intern, and Family Partnership agreed to, and signed by all parties
7. Family Partnership handles all Human Resource, Payroll, Insurance, Workers Compensation and timekeeping responsibilities.
8. Family Partnership will communicate to the worksite, any known criminal convictions disclosed by the intern on the County Application
9. The worksite will notify Family Partnership of any required testing, immunizations, or background checks needed by the worksite
10. Bi-monthly time sheets are signed by the worksite supervisor, (or delegate), and the intern; and submitted by the intern to Family Partnership on county payroll schedule
11. Open line of communication between the worksite and Family Partnership for status, progress, concerns, questions or issues. Periodic scheduled on site visits by Family Partnership Staff personnel will occur
12. Completion of a final (12 week), performance evaluation (checklist) of the intern by the worksite
13. Regular internship journal entries or e-mails by the Intern will be provided to the Employment Instructor

