



## Teen Staff Program: FAQs for Host Organizations (Employers)

### What is the Dinwiddie County Youth Workforce Development Initiative (DCYWDI)?

Through career exposure, employment, skills development training and collaborative partnerships, the Dinwiddie Youth Workforce Development Initiative aims to provide youth with knowledge and experiences that lead to sustainable, fulfilling careers and build a healthy, prosperous community.

### Is the Teen Staff Program (TSP) different than traditional internships?

Yes. There are additional requirements to become a Teen Staff Program participant. Participants become employees of Dinwiddie County. Participants required to be enrolled in a Career and Technical Education (CTE) course and registered for Co-Op. Participants must also participate in a Career and Technical Student Organization (CTSO) at their school and complete a rigorous interview process.

### How do I become a Host Organization?

The first step in becoming a DCYWDI Host is to complete a Host Profile. Once you have completed a Host Organization profile, DCYWDI staff will follow up to determine next steps.

### What are the responsibilities of a Host Organization?

Host agencies are required to take on the following responsibilities:

- Provide vibrant, challenging, and professional work experiences for student workers
- Adhere to the rules and regulations outlined in the Host Agreement/Manual
- Provide a primary point of contact to serve as the hosting supervisor
  - POC must provide proof of a criminal background check
  - POC must sign off on student time at the end of each week using the provided timesheet
  - POCs champion the professional mindsets of poise, initiative, and tenacity in your students

### What are the time commitments of Host Organizations?

Teen Staff Program will be held from November to June. Students are requested to complete 12 – 15 hours of work per week, **not to exceed 396 total hours** for the duration of the program. Students have the ability to earn course credit for the spring semester if the required **396 hours** are met. ***\*Please note students do not have to be participants of the TSP to earn course credit if properly enrolled in Co-Op. Participation and selection for the TSP is a competitive process, however any student that meets the required criteria is eligible for Co-Op.***

### How does Dinwiddie County support Host Organizations?

All vetted hosts will be paired with a school level primary point of contact and the Program Coordinator. This point of contact will provide support to hosts throughout the school year. These supports include:

- One-on-one site visits/student check-ins
- Project ideas and resources

- Disciplinary and personnel support as needed

### **Who does the Dinwiddie County Youth Workforce Development Initiative partner with?**

Dinwiddie County Public Schools, Capital Area Partnership Uplifting People (CAPUP), The Cameron Foundation, all participating community partners (local businesses/ industry reps) and...HOPEFULLY YOU!!

### **Does being a Host Organization cost?**

No. There is no monetary cost to participate, as participants are paid by Dinwiddie County.

### **Who is qualified to apply for the program?**

All student applicants must meet the following criteria:

- Must be a high school junior or senior between the ages of 16-19;
- Must be enrolled in DCPS (or a participating Governor's/home school)
- Must be enrolled in a CTE class and Co-Op (preferably 4<sup>th</sup> period)-allowing early release

### **Can we interview our students to select our student workers?**

Yes. You can interview students during the application process after initial screening by DCYWDI staff is complete.

### **How are student workers selected to participate in the Teen Staff Program?**

1. Complete a Teen Staff Program application
2. Participate in an interview at their school
3. Attend a mandatory orientation

### **What types of industry sectors do you target?**

During the 2017-2018 Program year, we would like to include the following career fields:

- |                            |                          |
|----------------------------|--------------------------|
| • Animal Care              | • Hospitality & Tourism  |
| • Agriculture              | • Information Technology |
| • Architecture/Engineering | • Logistics              |
| • Business Administration  | • Manufacturing          |
| • Child Care               | • Media/Public Relations |
| • Culinary Arts            | • Public Safety          |
| • Environmental Science    | • Research & Development |
| • Government               | • Transportation         |
| • Health Care              | • Utilities              |

**\*\*PLEASE NOTE: Additional industries are welcome to apply.**

### **What skills will participants learn through DCYWDI training?**

- **Work Ethic:** Attention to Detail, Critical Thinking, Positive Attitude
- **Poise:** First Impressions, Professional Dress, Professional Communication, Public Speaking
- **Initiative:** Organization, Time Management, Banking, Resume Writing, Cover Letter Writing
- **Tenacity:** Branding, Networking, Social Networking "Netiquette", Interviewing Skills