



INTERNSHIP PROGRAM



SPONSOR WORKBOOK



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Visit our CCP page for more information about the program

Internship Defined

An internship is a form of experiential learning that integrates

knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Who qualifies to be an intern?

Interns must be in school and may be college or university students (undergraduates and graduate students) and high school students.

Benefits of doing an internship

For Interns

- obtain experience in degree field or area of interest
- explore new jobs, fields, careers, employers, and workplaces
- obtain needed experience to obtain a job
- to fulfill certification or licensing requirements
- fulfill degree requirements
- to gain real world work experience
- to earn money
- gain confidence in abilities

For Staff

- help enhance local workforce
- find potential future employees
- enhance perspective—provide new perspective on
- organizational processes
- a way to give back to the community
- utilize tech-savvy young professionals
- help support Hillsboro students
- accomplish immediate goals

Things to Consider

When you are deciding to host an intern, there are a number of fac-

tors to consider before making an intern part of the team. You will need to determine what type of internship works best for your needs including the type of work an intern will be doing and how they will be compensated.

BOLI Guidelines

BOLI and the Department of Labor provide guidelines and definitions of:

- Paid vs non-paid Intern (students receiving academic credit)
- Employment of minors
- Difference between a paid summer intern and paid part-time employee

When determining what type of internship, you would like the student to participate in, it is important to consult BOLI laws to confirm compliance. Check with your Human Resources department or refer to the Appendices listed below for more information.

See [Appendix A](#) for BOLI Interns and Trainees: Employment of Minors

See [Appendix B](#) for U.S. Department of Labor Fact Sheet: Internship Programs Under the Fair Labor Standards Act

HOW TO CHOOSE THE INTERNSHIP THAT IS RIGHT FOR YOU

Design Your Own

Before you bring an intern onboard, organizations must determine how the intern will fit into their mission and culture. Each organization will have different needs and expectations of their interns. One of the first steps of this process is to determine who will be the supervisor, or mentor, of the intern. This person will be key to intern onboarding and success by providing an introduction and overview to your organization, create a meaningful work plan (day to day and long term assignments), and serve as the first point of contact. The mentor must understand for most interns, this is their first real-work experience and they may need initial support to balance their school work, extracurricular activities and internships.

Once the mentor is identified, you can begin to outline intern program goals and components. Here are some questions that can help determine what program components will work best with your organization:

- What does your organization hope to gain from the intern program?
- Are you looking for support on a specific project and will the intern fully support that project or multiple, smaller projects?
- Does the intern need a workstation to complete the work? Is there desk space, computer or other equipment available, if needed?
- What educational level of intern will you need? Is this an opportunity for a high school student with minimal work experience an opportunity to develop soft skills and experience an occupation they may be interested in pursuing in the future?
- Who will mentor/supervise the intern?

Utilize a Youth Employment Program

In Hillsboro, there are several youth employment programs contracted by organizations to create an internship that will pair interested students to meet company needs. In addition, these organizations serve as the employer of record for the intern, and are responsible for ensuring that interns are compliant with BOLI Laws, and manage necessary paperwork – including payroll.

- **Worksystems** – Through the SummerWorks program, students will be matched with organizations for a 180 hour internship over a six to nine week timeline. Employers are required to pay the \$2,200 sponsorship costs for an intern and the cost includes work readiness training, candidate screening, ongoing mentor support for the duration of the internship, and employer-of-record services. There will be an additional \$1,000 cost if a business wants to select a student outside of the Worksystems database.

For more information contact Barb Timper, Youth Services Manager at btimperd@worksystems.org or 503-478-7315.

See **Appendix C** for WorkSystems Summer Works Flyer

- **Saturday Academy** – Through the ASE program, students will be connected with mentors in science, technology, engineering, and math (STEM) fields. Students will work full time on STEM related projects for 8 weeks. For a fee, Saturday Academy will cover the cost of recruitment, human resources, and insurance for all students. The full fee is \$3,200 per intern to offset program costs and to provide a stipend for the student intern. The fee may be negotiable.

For more information contact Emily Saxton at emily@saturdayacademy.org

See **Appendix D** for Saturday Academy Flyer

Work with the Hillsboro School District (HSD)

HSD is deeply invested in securing internship opportunities for students to provide necessary skills and training needed to be successful after graduation. Hillsboro School District can match your organization with a career driven student, and support both company needs and the needs of the intern throughout the internships duration. EMS Sub Desk LLC currently contracts with HSD on substitute employees and will partner with the HSD to be the employer of record for HSD interns.

- The cost for this option is a cost plus fee with 15% as the percentage to use EMS as the employer of record. (Cost will vary based on number of hours, hourly rate, etc.)
- EMS will manage payroll, insurance, and address intern absences or tardiness.
- HSD will enter a Memorandum of Understanding (MOU) with the host organizations to establish the partnership. The MOU will outline expectations of the organization, including background check guidelines.
- HSD will assist organizations with recruitment and selection.

For more information contact Sheila Vega at internships@hsd.k12.or.us

See Appendix E for HSD Recruitment Flow Chart

INTERNSHIP JOB DESCRIPTION

Whether you are managing your own internship program or working with a youth employment program, you will need to write a job description that will gain student interest and stand out among other job postings. When writing your job description, think of it as an opportunity to showcase the internship.

Important things to consider prior to writing description:

- Why should a student choose your job over others?
- How can you illustrate how this is a unique experience that will provide meaningful opportunities in their area of interest?
- What benefits can students look forward to? (Compensation, gym membership, Tri-Met pass, etc)

Essential components of an internship job description:

- Highlight organization's mission and goals
- Outline interns responsibilities and potential tasks/projects and describe what new skills will be developed
- Include minimum job requirements
- Characteristic & personality types (works well with others, self-starter, good communicator, etc.)
- Specific skills required (computer skills, work with youth, etc.)
- Schedule: Days and hours per week (weekends/evenings), duration of internship
- How to apply for the position and deadline to apply

See Appendix F for a sample job description.

OTHER WAYS TO GET INVOLVED

Through the Hillsboro Chamber School to Career Program

Hillsboro School to Career

School to Career is a system that combines school-based learning activities with career-based learning opportunities through active participation of both student and volunteer. The goal is to provide a structured and comprehensive education for all high school students with the end result being skilled and employed individuals prepared for an increasingly competitive job market.

In addition to hosting a summer intern, there are many ways to become a partner in this work:

Guest Speaking: an engagement in the classroom to share information and answer questions about your career and/or organization.

Informational Interview: a one-hour opportunity that enables the student to ask questions and discuss a career area on a one-on-one basis.

Job Shadow: a 3- to 5-hour experience for a student to visit a business and expose the student to a real-life work environment and advise them about the skills and education required for a particular career area of interest.

15-hour internship experience over a 6-week period (unpaid).

40-hour internship with specific learning objectives linked to student's focus program (unpaid).

65- hour internship with specific learning objectives linked to college and career pathway (paid, unpaid and/or high school credit).

Appendices

- A. BOLI Interns and Trainees, Employment of Minors
- B. U.S. Department of Labor Fact Sheet:
Internship Programs Under the Fair Labor
Standards Act
- C. WorkSystems Summer Works Flyer
- D. Saturday Academy Flyer
- E. HSD Recruitment Flow Chart
- F. Sample Job Description

Appendix A: BOLI Interns and Trainees, Employment of Minors

Interns And Trainees

Q. What requirements do we have to meet as an employer in order to have a student come to our workplace as an unpaid intern or trainee?

A. Certain interns and trainees are not considered employees if they work for their own advantage on the premises of another, without any express or implied compensation agreement. Often, the arrangement is one in which a student intern earns high school or college credit in exchange for participating in a training program conducted by the employer. WH Publication 1297, issued by the U.S. Department of Labor, provides the following tests:

CRITERIA FOR TRAINEES

When *all* of the following criteria apply, trainees or students are not employees within the meaning of wage and hour laws:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school;
2. The training is for the benefit of the trainees or students;
3. The trainees or students do not displace regular employees, but work under their close supervision;
4. The employer that provides the training derives no immediate advantage from the activities of the trainees or students; and on occasion his operations may actually be impeded;
5. The trainees or students are not necessarily entitled to a job at the conclusion of the training period; **and**
6. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

Q. If we bring in a student as an intern, do we have to obtain an employment certificate and follow other child labor laws?

A. Not if the individual meets the legal criteria, listed above, to be classified as an intern or trainee.

Q. What makes a student an employee as opposed to an intern or trainee?

A. Students are considered employees and their work covered by the FLSA if:

1. They provide essential services to the employer; or
2. They are working in a position where someone is normally paid; or
3. There is a history of paying someone to do the same or similar work; or
4. Other people are currently paid for the same or similar work.

Under the wage laws, you "employ" an individual when you "suffer or permit" the individual to perform work for you.

However, the Supreme Court has ruled that the "suffer or permit" definition does not necessarily make everyone working at your business an employee. For example, those who work without any express or implied compensation agreement may work for their own advantage on the premises of another. The exemptions for this sort of relationship are narrowly defined and usually apply only to student learners, and in some cases, volunteers or in-school placements.

Whether the FLSA sees trainees or students as employees depends on their activities on the premises of the employer. Below, we restate the criteria for unpaid interns in more detail. As noted earlier, if all of the following criteria apply, the trainees or students are not employees within the meaning of the FLSA:

There must be a program that includes the following elements:

- A planned program of job training and work experience for the student, appropriate to the student's abilities, which includes training related to pre-employment and employment skills to be mastered at

progressively higher levels that are coordinated with learning in the school-based learning component and lead to the awarding of a skill certificate.

- The learning experience encompasses a sequence of activities that build upon one another, increasing in complexity and promoting mastery of basic skills.
- The learning experience has been structured to expose the student to all aspects of an industry and promotes the development of broad, transferable skills.
- The learning experience provides for real or simulated tasks or assignments that push students to develop higher-order critical thinking and problem-solving skills.

The student receives ongoing instruction at the employer's work site and receives close on-site supervision throughout the learning experience, with the result that any productive work that the student performs is offset by the burden to the employer from the training and supervision provided.

The placement of the student at a work site during the learning experience does not result in the displacement of any regular employee. In other words, the presence of the student at the work site does not result in an employee being laid off, does not result in the employer not hiring an employee it would otherwise hire, and does not result in an employee working fewer hours than he or she would otherwise work.

The student is not entitled to a job at the completion of the learning experience--but this does not mean that employers are to be discouraged from offering employment to students who successfully complete the training.

The employer, student, and parent or guardian understand that the student is not entitled to wages or other compensation for the time spent in the learning experience--although the student may be paid a stipend for expenses such as books or tools.

When these criteria are continuously met, an employment relation does not exist and the minimum wage, overtime and child labor provisions of state and federal laws are not applicable.

Tip: Labeling a work site experience "internship," "mentorship," or "structured work-based learning," has absolutely no impact on whether or not there is an employment relationship. If the above criteria are met, the student is not an employee and the experience qualifies as training rather than employment. If, on the other hand, the above criteria are not met, the student would most likely be an employee and must be paid--even if the experience is promoted or labeled as "unpaid internship."

There cannot be an employment relationship at any time while a student participates in the program. That is, the student cannot be an eligible participant in the program during school hours, assume an employment relationship after school hours, and resume the participation in the program the next day. Likewise, a student may not be a "trainee" during the school year, become a paid employee during the summer, and revert back to "trainee" status when school begins.

DISCLAIMER

Nothing on this website is intended as legal advice. Any responses to specific questions are based on the facts as we understand them, and not intended to apply to any other situations. This communication is not an agency order. If you need legal advice, please consult an attorney. We attempt to update the information on this website as soon as practicable following changes or developments in the laws and rules affecting Oregon employers, but we make no warranties or representations, express or implied, about whether the information provided is current. We urge you to check the applicable statutes and administrative rules yourself and to consult with legal counsel prior to

taking action that may invoke employee rights or employer responsibilities or omitting to act when required by law to act.

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THIS INFORMATION IS AVAILABLE IN AN ALTERNATE FORMAT.

Employment Of Minors: Questions & Answers

Wage and Hour: Child Labor

The employment of minors is heavily regulated, both under Oregon and federal laws. There are strict limitations on the number of hours a minor may work and on the types of work permissible. In addition, Oregon employers who hire minors must apply for and obtain an [annual employment certificate](#) from the Child Labor Unit of the Bureau of Labor and Industries (BOLI), (971) 673-0836.

Q. Who is a minor?

A. For purposes of employment, a "minor" is anyone under the age of 18. In general, a minor must be at least 14 years old to work in Oregon. In rare circumstances, the Oregon Wage and Hour Commission may allow younger individuals to work.

Q. Does a minor still need a work permit in order to be employed?

A. Prior to September 9, 1995, every minor was required to obtain an individual work permit, and each employer was also required to apply for a separate employment certificate for each minor hired. Minors over 14 years old are now no longer required to obtain work permits, and the process for employers has also been greatly simplified.

Q. What steps must an employer take before hiring a minor?

A. An employer must verify the age of every minor hired and must also apply each year for a single annual employment certificate. The certificate covers all minors employed, even in multiple locations. The employer estimates the number of minors to be employed during the year, lists their job duties, and identifies equipment or machinery they will use. BOLI's Child Labor Unit reviews the application and, if approved, sends the validated certificate to the employer. The certificate must be posted in a conspicuous place where employees may readily review it. Yearly renewal notices are sent to employers who have certificates on file.

Q. What employment laws apply to minors? (Is minimum wage required?)

A. Minors are generally protected by the same laws that protect adults. They must be paid the same minimum wage as adults for all hours worked. Minors are also covered by overtime laws and laws regulating paydays, final paychecks, and deductions from wages. Although the age discrimination law in Oregon applies only to persons 18 or older, minors are otherwise protected by the same state and federal anti-discrimination laws that apply to adults.

Q. How many hours may minors work in a day?

A. There are no limits on the number of hours 16- and 17-year-olds may work in a day. However, 14- and 15-year-olds may not work during school hours, may not work more than three hours on any school day, and may not work more than eight hours on non-school days. Also, 14- and 15-year-olds may only work between the hours of 7:00 a.m. and 7:00 p.m. (and as late as 9:00 p.m. between June 1 and Labor Day).

Q. How many hours may minors work in a week?

A. Sixteen- and 17-year-olds may work up to 44 hours per week. Fourteen- and 15-year-olds may work at most 18 hours per week during the school year and 40 hours per week when school is not in session.

Q. What type of work is prohibited for minors?

A. Several hazardous types of work are completely off-limits for minors. These include the operation of most power-driven machinery, including hoisting, woodworking and cutting/slicing equipment. Also prohibited are tasks involving exposure to dangerous worksites, such as work in mines, on roofs and in areas containing radioactive substances. Fourteen- and 15-year-olds are subject to greater restrictions, and are not permitted to work in or around most kinds of power-driven machinery or on construction sites, in warehouses, or at other locations where power-driven machinery is used. There are some exceptions for work experience/student-learner programs which meet specific criteria.

Q. Are employers required to provide meal periods and rest periods for minors?

A. Yes. As with adults, minors must be given a paid rest period for every work segment of four hours or the major portion thereof (any period longer than two hours). Although rest periods for adults must be at least 10 minutes, they must be at least 15 minutes for minors. In addition, minors must be given at least a 30-minute meal period, beginning no later than five hours and one minute after the minor reports for duty. This meal period can be unpaid as long as the minor is completely relieved of all duties. While 14- and 15-year-olds must always be relieved of all duties during the meal period, 16- and 17-year-olds may work through the meal period when business conditions require it, if they are paid for the meal period.

Q. Is there any work that is excluded from the child labor regulations?

A. Yes. Minors delivering newspapers or performing domestic work (such as lawn-mowing or baby-sitting) in private residences are not covered by child labor laws.

Q. I need landscaping work done around my office. Can I employ a minor to operate a power-driven lawnmower?

A. Yes, if the minor is 16 or 17. Fourteen- and 15-year-olds may not operate power-driven mowers except at private residences, as indicated above.

Q. If a minor arrives for a scheduled shift but is not needed, must the employer still pay for part of the minor's scheduled hours?

A. Yes, the employer must pay either the amount the minor would have earned for half the shift, or one hour's wages, whichever is greater. [Note: A similar law for adults was repealed in 1990.]

Q. Can I employ a 17-year-old to deliver items to customers?

A. No. Although minors with valid driver's licenses may drive to and from work, they may not drive on public roads while on the job. There are limited exceptions for 16- and 17-year-olds in agriculture.

Q. Can I employ a 15-year-old to cook in my restaurant?

A. No, unless the cooking is done in a place visible to the public, such as a soda fountain, lunch counter, snack bar or cafeteria serving counter. Sixteen- and 17-year-olds may perform kitchen work out of the public view, provided they do not use certain hazardous baking, mixing and slicing machinery.

Q. Are minors in agriculture subject to the same limitations?

A. Different rules apply to minors working in agriculture. For example, minors as young as 12 years old may pick crops on a farm where their parents are employed, or if their parents provide written consent. For details, refer to the information sheet titled Oregon State and Federal Laws Regulating the Employment of Minors in Agriculture.

These materials were prepared as a general summary and teaching guide. The mission of the Technical Assistance for Employers Program is to promote compliance with civil rights and wage and hour laws through education. Technical Assistance does not provide legal advice. In order to

determine the legality of any matter or to protect your legal rights, you should contact an attorney. Check the yellow pages of your telephone directory or contact the Oregon State Bar Lawyer Referral Service at 1-503-684-3763 or 1-800-452-7636.

Appendix B: U.S. Department of Labor Fact Sheet: Internship Programs Under the Fair Labor Standards Act

**U.S. Department of Labor
Wage and Hour Division**



Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers.

Background

The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.*

The Test For Unpaid Interns

There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term “suffer or permit to work” cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA’s definition of “employ” is very broad. Some of the most commonly discussed factors for “for-profit” private sector internship programs are considered below.

Similar To An Education Environment And The Primary Beneficiary Of The Activity

In general, the more an internship program is structured around a classroom or academic experience as opposed to the employer's actual operations, the more likely the internship will be viewed as an extension of the individual's educational experience (this often occurs where a college or university exercises oversight over the internship program and provides educational credit). The more the internship provides the individual with skills that can be used in multiple employment settings, as opposed to skills particular to one employer's operation, the more likely the intern would be viewed as receiving training. Under these circumstances the intern does not perform the routine work of the business on a regular and recurring basis, and the business is not dependent upon the work of the intern. On the other hand, if the interns are engaged in the operations of the employer or are performing productive work (for example, filing, performing other clerical work, or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will not exclude them from the FLSA's minimum wage and overtime requirements because the employer benefits from the interns' work.

Displacement And Supervision Issues

If an employer uses interns as substitutes for regular workers or to augment its existing workforce during specific time periods, these interns should be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. If the employer would have hired additional employees or required existing staff to work additional hours had the interns not performed the work, then the interns will be viewed as employees and entitled compensation under the FLSA. Conversely, if the employer is providing job shadowing opportunities that allow an intern to learn certain functions under the close and constant supervision of regular employees, but the intern performs no or minimal work, the activity is more likely to be viewed as a bona fide education experience. On the other hand, if the intern receives the same level of supervision as the employer's regular workforce, this would suggest an employment relationship, rather than training.

Job Entitlement

The internship should be of a fixed duration, established prior to the outset of the internship. Further, unpaid internships generally should not be used by the employer as a trial period for individuals seeking employment at the conclusion of the internship period. If an intern is placed with the employer for a trial period with the expectation that he or she will then be hired on a permanent basis, that individual generally would be considered an employee under the FLSA.

Where to Obtain Additional Information

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
Contact Us

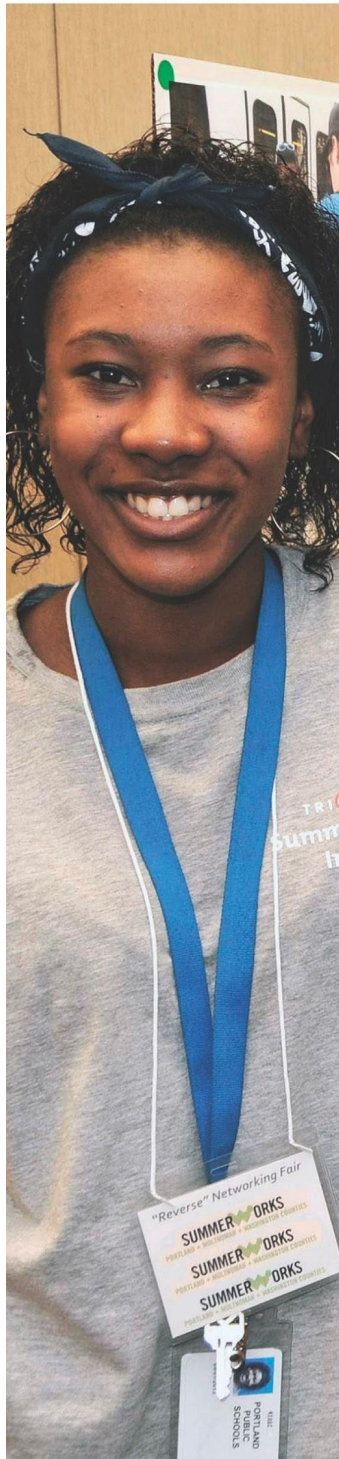
* The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.

Appendix C: WorkSystems Summer Works Flyer



SummerWorks

Creating opportunity through summer jobs



A public/private partnership that supports youth through their first work experience.

SUCCESS STARTS IN THE SUMMER

Youth need opportunities to learn critical workplace skills that can only come through real work experience. In spite of the economic recovery, young people ages 16-24 are still being locked out of the job market. Missing out on these early work experiences can have long-term negative effects on employment and lower lifetime earnings.

SummerWorks – Summer Youth Employment Program

SummerWorks makes it easy for businesses and other community members to work collaboratively to address this crisis. Worksystems provides a coordinated system of training, screening and employer of record services.

Youth and business benefit from SummerWorks. Our employer partners see a tangible return on investment, including:

- **Convenient & Cost Effective:** We do all the upfront training and screening, plus as employer-of-record, we lower your risk and expense of hiring youth directly.
- **Productivity:** Youth come ready to do real work, so it can be a great opportunity to address a backlog or special projects for which current staff do not have capacity.
- **Staff Development:** Supervising a youth intern is an opportunity to develop the leadership and mentoring skills of your frontline staff.

Over the past 10 years, summer youth employment dropped from 44%-26%. Among diverse, low-income youth employment is as low as 12%.

SPONSOR AN INTERN

- Internships typically last 6-9 weeks during the summer (180 hours total)
- A sponsorship of \$2,200 covers all the wages and other direct costs and leverages workforce funds to provide training, screening, coaching and employer-of-record services.

- Hosting an intern at your business involves identifying an intern supervisor and developing a work plan. Not to worry, we have job coaches to support you every step of the way.

Get involved today. Contact:

Reese Lord

503.478.7340

rlord@worksystems.org

About Worksystems, Inc.

Worksystems is an experienced non-profit that pursues and invests resources to improve the quality of the local workforce. WSI designs and coordinates workforce development programs and services delivered through a network of partners to help youth and adults get the skills, training and education they need to go to work or advance in their careers.

Worksystems, Inc. / 1618 SW First Ave. Suite 450, Portland, OR 97201 / (503) 478-7300 / worksystems.org

Our intern was a very mature, confident, and intelligent individual. In fact, she was more prepared and ready to learn than some of our college age paid interns. Brenda Patrick, Port of Portland



By partnering with Worksystems, you can help local teens, especially from diverse and low-income communities, get their first work experience and an on-ramp to career success.

Here's how it works:

Through SummerWorks we provide...

- Work-readiness training prior to placement
- Screening and matching youth based on the skills and preferences you specify in the position description
- Ongoing job coaching to support the youth and the intern supervisor throughout the experience
- Advising and networking opportunities to integrate the summer experience into each youth's education and career goals
- Employer-of-record services to include payroll processing, taxes, and insurance

It opens your mind to so many different possibilities... You don't really get it in high school and then afterward you're kind of like 'it's really is hard to get a job.'

Lawashia Smith, Intern

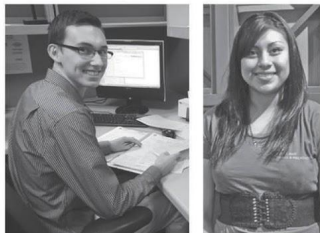


Target Population:

Youth age 16-24 from across Multnomah and Washington counties can participate in SummerWorks. We work with school districts and community-based organizations to reach out to under-represented youth. The youth we work with are motivated and want to reconnect with school or work, but face many barriers such as growing up in poverty or lacking the necessary education.

SummerWorks Results: *Since the program's inception in 2009*

- More than 85% of youth successfully completed their internship and received a positive evaluation from their supervisor
- Over 90% of our employer partners would encourage their colleagues and business partners to participate
- 93% of youth returned to high school, post-secondary, or became employed
- The vast majority of youth were low-income and 75% were youth of color



These programs are financed in whole or in part with funds provided through Worksystems, Inc. from the U.S. Department of Labor and Portland Development Commission. These programs are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. To place a free relay call in Oregon dial 711.

Appendix D: Saturday Academy Flyer



saturday academy

in
affiliation with
University of
Portland

ASE Intern Sponsorship = \$3,200

ASE delivers the following to your organization:

- o Finds the most talented local students for your company or laboratory
- o Serves as a point of contact for students interested in your profession
- o Facilitates internships to students who may not otherwise be connected
- o Organizes two educationally enriching conferences for participating students
- o Provides liability insurance for each student
- o Certifies student participation to high schools, most students receive school credit
- o Supports mentors and students with “on call” staff
- o Administers the stipends to the interns, so they won’t be on your payroll
- o Ensures that mentor companies are acknowledged for their contributions

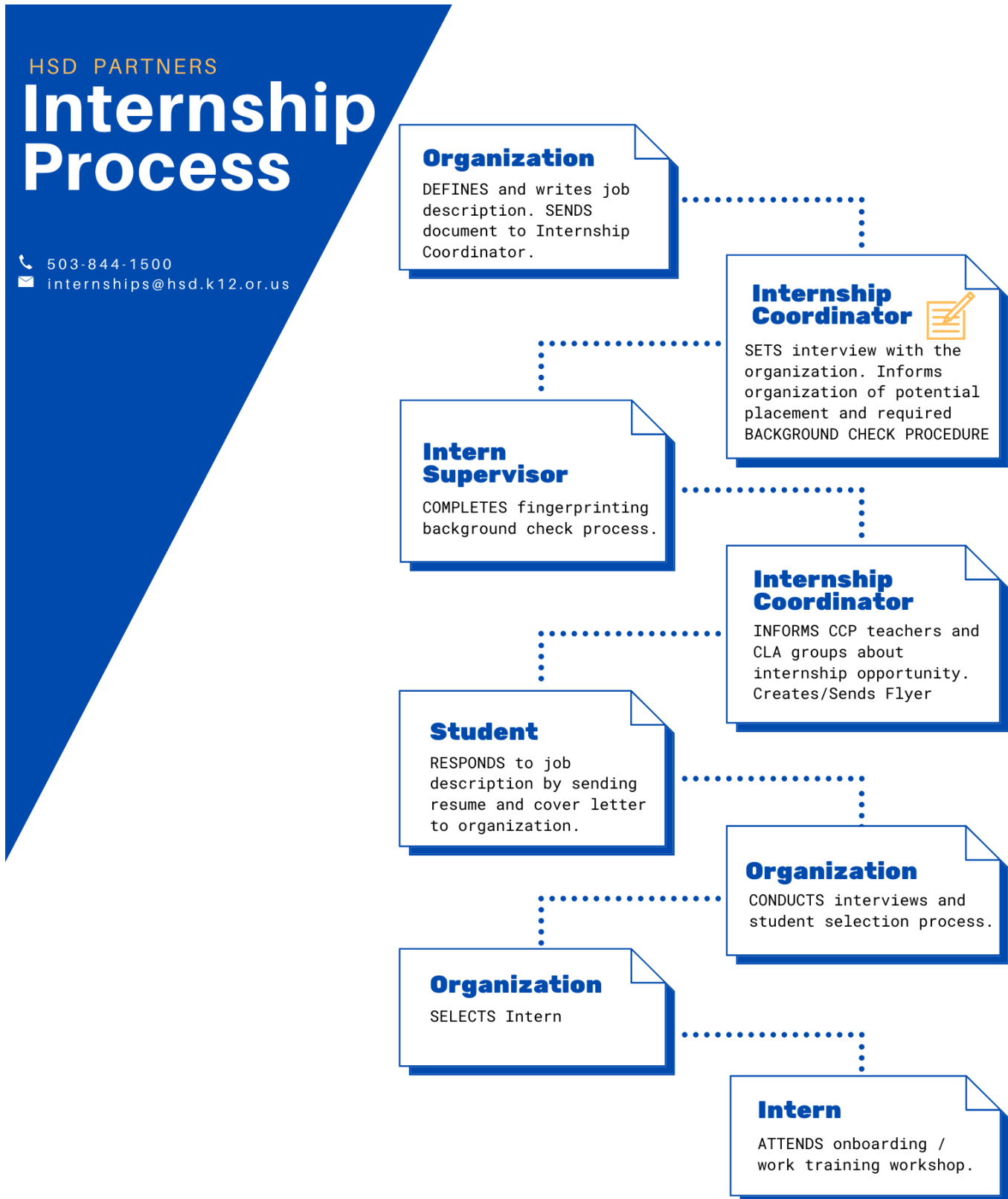
How the funding is applied:

o Mentor recruitment	\$ 400.00
o Student recruiting/applicant processing & placement	\$ 320.00
o Intern education (essay writing, interview skills)	\$ 100.00
o Intern & mentor orientation and support, intern liability insurance	\$ 410.00
o “On call” staff/teacher monitors	\$ 230.00
o Student conferences (facilities, food, transportation)	\$ 400.00
o Program administration	\$ 340.00
o Student stipend*	\$1,000.00

*Each intern is provided with a stipend, distributed in its entirety by Saturday Academy. The stipend covers incidentals incurred during the summer, such as transportation costs, food, etc.

*Saturday Academy ASE is a 501(c)(3) non-profit organization
that relies solely on grants and contributions in order to operate.*

Appendix E: HSD Recruitment Flow Chart



Appendix F: Sample Job Description



CURRENTLY RECRUITING FOR **Cultural Arts Internship Parks & Recreation**

The City of Hillsboro is accepting resumes from high school students for a Cultural Arts Intern position. Under the supervision of staff, this position is responsible for assisting with a variety of art events and classes. The Cultural Arts Intern is a temporary part-time 20 hour/ week internship. Hours will be scheduled Monday through Thursday with some evening and Saturday shifts. Compensation is \$10-12/hour. Resumes will be accepted until May 4, 2015.

Internship Process & Timeline:

April - May: Application, Interview & Selection Process

June - August: Summer Internship

Internship Goal:

To provide meaningful opportunities in Public Service for local youth in a field of interest, while also providing opportunities for City employees to mentor and teach interns through defined learning objectives.

General Description of Duties:

- Provide classroom and logistical support to instructors and students for a variety of youth art camps and classes, as well as related projects
- Provide classroom and logistical support at weekly Family Art Night programs
- Assist with summer cultural arts events (i.e. Celebrate Hillsboro)
- Work closely with other cultural arts staff to learn about job duties and positions
- Promote a culture of teamwork and communication by working in collaboration and treating coworkers with respect and dignity and maintaining an open mind to diverse voices and ideas

The ideal candidate will:

- Possess strong listening and communication skills
- Be able to communicate positively and professionally
- Be able to carry out tasks independently
- Have experience in the arts
- Have experience or interest in working with people with disabilities
- Be bilingual (preferred)

Requirements:

- Must have completed first year in PCC Future Connect program (Spring 2015) or a current member of the Mayor's Youth Advisory Council
- Must complete and pass criminal background check
- Must be at least 16 years of age and be able to commit to the entire internship

How to Apply:

Submit letter of interest and resume by May 4, 2015 to:

City of Hillsboro Human Resources Department

Attn: Kristi Wilson

150 E Main St. – 2nd floor Hillsboro, OR 97123

Email: Kristi.wilson@hillsboro-oregon.gov (Summer internship in subject line)

Questions? : Kristi Wilson, City of Hillsboro Human Resources Department at Kristi.wilson@hillsboro-oregon.gov or at 503-681-5234.