



San Diego Unified School District

Office of College, Career, and Technical Education
6735 Gifford Way, Room 15, San Diego, CA 92111

(858) 573-5898
Fax: (858) 627-7404

Hire-a-Youth Summer Internship Program

HIRE-A-YOUTH SUMMER INTERNSHIPS FOR STUDENTS!

To provide employers in this region with an opportunity to influence the career experience of their future workforce, while helping students secure summer employment, the San Diego Unified School District is participating in the federally funded Workforce Investment Act (WIA) Summer Hire-A-Youth Program.

Our goal is to provide approximately 600 SDUSD students, ages 14 to 21 with paid summer internships. Students will earn \$10 per/hour and will be paid by the San Diego Unified School District. Students must meet Federal eligibility requirements to participate.

What is a Hire-A-Youth Internship?

This internship is a "real world" work experience during which a student intern has an opportunity to become a productive member of a business, develop job skills, and set career goals while earning money. The intern will receive guidance at the workplace by the employer and will have a SDUSD Internship Coordinator to assist the employer as needed.

What students will need to qualify:

1. Legally able to work in the United States
2. Available to work:
 - From 4 to 7 hours daily
 - Monday through Friday
 - From June 22 to July 31 (120 to 180 hours)
3. Participate in work readiness training to ensure that they are prepared to be contributing members of a business team

What employers will need to provide:

1. A safe, guided, work environment for student interns to experience the world of work and acquire job skills
2. Point of contact to work with the SDUSD Internship Coordinator in placing interns
3. Assist interns in understanding specific expectations of the worksite and provide necessary training and guidance for students to perform tasks
4. Sign weekly student time sheets and submit to the SDUSD Internship Coordinator.

What San Diego Unified School District will provide:

1. Worker's Compensation Insurance coverage for all interns
2. Payroll services for all interns
3. Prescreening of interns to ensure they are qualified to participate in the program
4. Designated Point of Contact for employers and interns during the summer internship
5. Assistance with intern transportation as needed

For more information contact: Mary Bostwick, (858) 573-5898 or mbostwick@sandi.net



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Hire-a-Youth Summer Internship Program

May 25, 2009

Dear Prospective Internship Provider,

Thank you for your interest in the San Diego Unified School District summer Hire-a-Youth Internship Program. We look forward to working with you over the next couple months as we strive to provide a meaningful experience for all supervisors and interns.

As a condition of the Work Investment Act (WIA) federal grant that is funding this program, all intern supervisors must complete orientation prior to placement of interns. This requires an employer orientation of all supervisors who will work directly with our students. We have scheduled three orientation dates as follows:

All sessions will be conducted at the San Diego County Office of Education, [6401 Linda Vista Rd., 92111](#)

June 3, 2009

8:00 – 9:30 a.m.

Joe Rindone Tech Ctr

Learning Labs 3&4

June 3, 2009

3:30 – 5:00 p.m.

Joe Rindone Tech Ctr

Learning Labs 3&4

June 9, 2009

3:30 – 5:00 p.m.

Room 301

RSVP by June 1st to Ashley Nall, anall6002@yahoo.com or by calling (858) 573-5898. If these dates are not convenient for you and/or your supervisors, please schedule an alternate date and time with Ashley for a Hire-a-Youth staff member to meet with you.

Thank you for your willingness to work with our students. We believe this will be a rewarding experience for students, their supervisors and the overall community.

Sincerely,

Mary Bostwick
Hire-a-Youth Project Manager
mbostwick@sandi.net

In partnership with

