

Helena Area Summer Jobs Program (HSJP)

HSJP is a collaborative project of American Jobs for America's Youth, Montana (AJAY MT); Helena WINS, an initiative of the Helena Area Chamber of Commerce; Helena College; STOKE in Townsend; and area high schools.

Purpose:

The purpose of the HSJP is to expand access to high quality early work experiences in the summer for Helena area high school students. The program will focus on developing life and work skills that are necessary for success in the workplace, exposing area youth to potential career pathways, and connecting youth with mentors. Participating area businesses and community organizations will help strengthen the local economy by connecting youth to meaningful work experiences.

About Our Program:

HSJP participants are motivated high school students and recent graduates (16-19 years old) seeking career exploration or employment opportunities. The program will connect youth with various summer work opportunities, including job placement or internships. Participating employers agree to provide a paid position in a safe, productive work environment and student participants agree to prioritize their work experience. The HSJP program will provide student participants with (1) a pre-placement training workshop that will establish fundamental work practices that lead to success in the workplace, and (2) a local mentor who will, through weekly meetings, help the student process their work experience and how they might pursue various career pathways.

HSJP Placements:

- HSJP placements run from early June to mid-August. During this timeframe, HSJP requires students to prioritize their HSJP work experience for at least six weeks
- Employers may offer part-time or full-time work, and may choose to employ students for more than six weeks or beyond the summer months
- Students will work an average of at least 25 hours/week for a minimum of 150 hours
- Students will be paid a minimum rate of \$9.00 per hour
- Students will meet with a mentor regularly throughout the summer
- HSJP cannot guarantee internship or job placement, due to applicant availability or qualifications

Applying youth must:

- Have a current photo ID and a Social Security number.
- Complete an online application, submit a resume, complete an HSJP interview and attend a pre-summer career readiness workshop
- Turn 16 years old on or before April 15, 2021
- Successfully pass a drug screening and background check, if required by their host employer
- Be enrolled as a current student in Lewis and Clark, Broadwater or Jefferson counties and have transportation to job site

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Host Employer Overview

Thank you for your interest in becoming a Host Employer with the Helena Summer Jobs Program! Through the participation of public and private-sector employers, HSJP student participants will have access to high-quality early work experiences in the Helena area, providing them with valuable life and work skills. Students will build deeper connections with the local economy and have opportunities to explore potential career pathways.

Past HSJP positions for students have included: administrative support, automotive repair, customer service, engineering, finance, grant research, groundskeeping, hospitality, information technology, legal assistance, lifeguarding, marketing, medical/dental assistance, summer camp counselor

Find the Host Employer Interest Form at: <https://www.americanjobs4youth.org/employers>

What are the benefits to Host Employers?

- A pre-screened student who has completed a work skills training prior to the summer
- Direct support and monitoring of the student through regular communication with HSJP staff
- An opportunity to train future employees
- A mentor facilitating the student's professional and personal development
- A chance to give back to the community by creating a meaningful experience in the life of a young person

What is the main role of a Host Employer?

- Identify a supervisor who will be able to devote sufficient time to provide training, guidance, and feedback to the student
- Where possible, identify a non-supervisory mentor within the organization that can attend an AJAY MT training and meet with the student throughout the summer
- Conduct one pre-placement interview with prospective employee
- Provide background checks, drug tests, orientation and/or job-specific training as required
- Offer student participants a minimum of 25 hours/week for at least six weeks during the summer at a rate of at least \$9.00/hour
- Complete two HSJP evaluations regarding student performance and employer experience

Types of Jobs: Host Employers can provide either internship or job placement opportunities for HSJP student participants. Definition of these types of work experiences are as follows:

- *Internship:* A career development experience where a student participates in the daily operations of a work environment related to a student's career interest. It integrates knowledge and theory with an emphasis on meaningful on-the-job training.
- *Job Placement:* A work experience that consists of defined duties, responsibilities, and tasks. While it does provide a student an opportunity to acquire transferable skills, a job's primary purpose is to fill an employer's need for the completion of a set series of tasks.

When: Internships or job placements should occur for at least six weeks during the window of early June to mid-August, 2021. Employers may choose to employ students beyond the summer months.

Following the completion of the interest form, Host Employers will be asked to sign and agree to the Host Employer Expectations.

Helena Area Summer Jobs Program (HSJP) Committee includes members from:

- American Jobs for America's Youth, Montana (AJAY MT)
- Broadwater High School
- Capital High School
- East Helena High School
- Helena College
- Helena High School
- Helena WINS, an initiative of the Helena Area Chamber of Commerce
- Partnership for Alternative Learning
- STOKÉ Youth Organization

Please contact Gabrielle Eklund Rowley at gerowley@americanjobs4youth.org with any questions.