Wanda Fullmore City of Madison Youth Internship Program

**Goal**

The goal of the Wanda Fullmore City of Madison Youth Internship program is to provide high school age youth a paid internship with on the job experience, exposure to the world of work, and career awareness through placement in a City Department and direct support from a non-profit intermediary.

**Benefits**

Well designed internships should benefit both the City Department and meet the needs of the youth.  Internships provide youth the opportunity to develop the skills and attitudes needed to succeed in a work environment. In addition, a significant body of research demonstrates that developing career aspirations and drawing connections between education and work can positively impact youths’ likelihood of earning a college degree.  Benefits to the City Departments include positive public relations and connections with youth from the broader community; energy and new ideas from youth perspectives; work on special projects; opportunities for learning through teaching; and an ability to invest in our community’s goals to address disparities in employment and educational success.

**City Department/Division Requirements**

To sponsor an intern, the host Department/Division must:

* Identify an employee who will serve as the intern supervisor; and
* Additional information regarding intern activities and projects appropriate for youth, job description will requested be prior to the matching process to unsure match of youth skill level and interests; and
* Host the intern for 8-weeks beginning in late June and ending in early August.  Interns will be expected to participate in the work of the City Department and/or educational programming through the non-profit agency for a 20 hours per week. The number of hours and weeks can be adjusted based on the needs of the host City Department/Division. Additional information regarding sample intern activities and projects appropriate for youth will be provided several weeks prior to the start of the internship; and
* Identify a work space, develop a job description and coordinate work/education schedules with the non-profit organization.

\* Please note: All costs associated with the youth internship program (youth intern’s wages and support for the non-profit who will recruit the youth, work with City intern supervisors to develop the job descriptions, and provide pre-internship training, and support to the youth throughout the summer) were included in the City’s Operating Budget. There will be **no cost** to City Departments/Divisions.

**Program Structure**

* High school age interns will be recruited and employed through a contract with Common Wealth Devlopment.
* At a minimum, the non-profit provider will be required to meet specific recruitment requirements and provide:
  1. Face-to-face meetings with the youth interns as needed;
  2. Contact with the intern supervisor (in person/e-mail/ phone as needed);
  3. Supplemental educational components such as financial literacy, career/college exploration, and individualized interest inventories; and
  4. An evaluation of the internship experience from both the youth and the City perspective.

**City Attorney, Labor Relations, Civil Rights and Risk Management**

* The City Attorney, the Employer and Labor Relations Manager, Human Resources and the Department of Civil Rights will be consulted regarding any other issues that need to be addressed in regards to the structure, process or duties associated with the City of Madison Municipal Government Youth Internship Program.  The City Attorney has indicated that APM 2-44 will apply to the City of Madison Municipal Government Youth Internship Program. This APM addresses information related to volunteers, unpaid interns and student interns.
* All youth interns must be provided the same safety training and personal protective equipment that employees are provided for the same type of work (safety vests and glasses, gloves, hard hats, safety shoes/caps, etc.).  In addition, youth interns will not be allowed to drive City vehicles or operate City equipment (mowers, chain saws, etc.).  The risk manager will be consulted regarding the intern job duties and involved in the development of the contract with the non-profit organization once the relevant City Departments/Divisions have been identified.