

YOUTH JOB CORPS Summer 2012 Final Report



“Connecting Saint Paul youth and young adults with meaningful training, work, and career exploration opportunities so they are prepared to thrive and prosper”



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BACKGROUND

The mission of the Youth Job Corps (YJC) program is to connect Saint Paul youth and young adults with meaningful training, work, and career exploration opportunities so they are prepared to thrive and prosper.

The **Youth Job Corps (YJC)** program is designed for youth who are interested in career exploration and summer employment. The jobs created through the YJC provide needed community services during the summer months at work sites scattered throughout the City. Qualified candidates for this program have the opportunity to work in a variety of industries. Eligible applicants are required to be City of Saint Paul residents between the ages of 14 and 24 whose household income is at or below 80% of the metro area median income.

The YJC program incorporates opportunities for training and work experience related to future career choices. Participants develop 21st Century work readiness skills. In 2012, the City of Saint Paul was one of only seven entities to receive funding through the State Department of Employment and Economic Development's Competitive Youth Workforce grant program. The City received \$560,600 for YJC.

This report addresses progress and outcomes in meeting the program's six major goals:

- 1) Provide work experience for Saint Paul youth who are economically disadvantaged or at-risk, ages 14 through 24
- 2) Promote mastery of work-readiness competencies and 21st Century skills as demonstrated through workplace portfolios and other assessments
- 3) Promote skill acquisition (academic and work readiness) through project-based instruction
- 4) Increase exposure to in-demand jobs important to regional economies.
- 5) Provide high-quality work sites and overall participant and employer satisfaction
- 6) Connect to and strengthen other key educational initiatives and systems in Saint Paul

It also offers lessons learned and some notes on future direction. Overall, YJC workers perform well on the job and supervisors enjoy the experience of mentoring these youth, but there is room for growth in ensuring that YJC helps youth refine skills and strive toward goals that will contribute to future success.

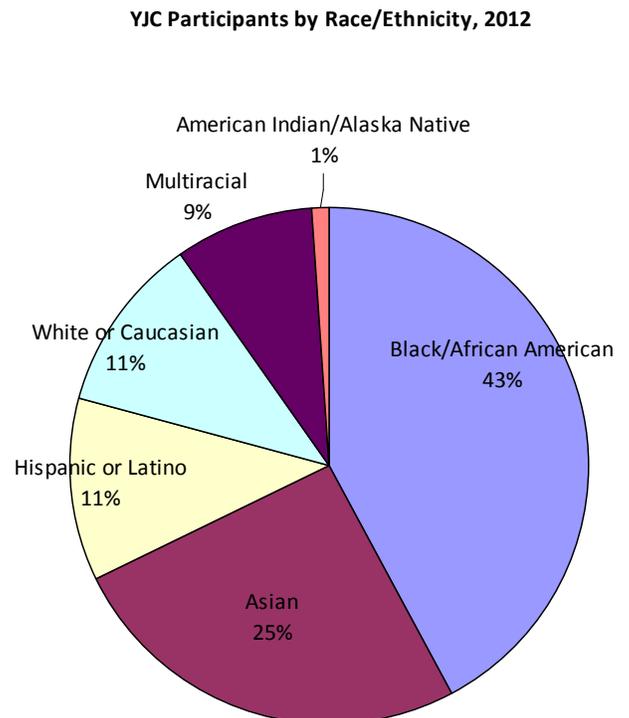
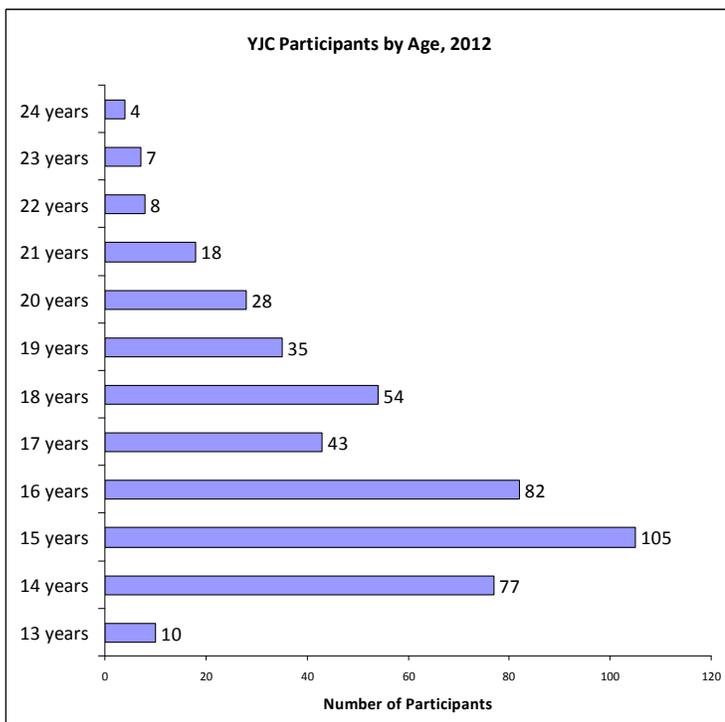
SUPERVISOR RESPONSES	PERCENT "YES"
My YJC worker(s) performed better than expected.	91
I enjoyed supervising my YJC worker(s) and personally benefited from the engagement.	89
Supervising my YJC worker(s) increased my management skills.	89
If I had openings, I would consider hiring my YJC worker(s) in a more permanent position.	87
I felt my YJC worker(s) had a strong sense of their goals for college and career attainment.	83

GOAL #1. Provide work experience for Saint Paul youth who are economically disadvantaged or at-risk, ages 14 through 24

Employment was provided for youth at over 80 different worksites throughout the City during the summer of 2012. The program saw a slight increase in applications from 2011, with 1,662 youth applying to the program. Of those, 809 attended work readiness orientation training, 494 were offered employment, and 471 accepted employment.

Key Stats:

Demographic Snapshot of YJC participants, 2012			
NUMBER OF YOUTH EMPLOYED	471	NEIGHBORHOOD (BASED ON ZIP CODE)	PERCENT
		East Side	44
GENDER	PERCENT	North End/Frogtown/Summit University	20
Female	52	Hamline Midway/Union Park	18
Male	48	West Side/West 7th/Downtown	14
		Mac Groveland/Highland	5
HOUSEHOLD INCOME	PERCENT	OTHER	PERCENT
30% of median	71	From a female-headed household	62
50% of median	22	Receive public assistance	48
80% of median	7	Report a disability	13
		Involved in foster care, juvenile offender	2



GOAL #2. Promote mastery of work-readiness competencies and 21st Century skills as demonstrated through workplace portfolios and other assessments

This year, the YJC program created a number of new ways to support worksites in promoting mastery of work readiness skills and creation of workplace portfolios by youth, including the Employability Assessment tool, weekly email prompts, and training on eFolios.

Employability Assessment (EA) tool. After researching tools in use by other work readiness programs across the country, YJC worked with its partners to select the Employability Assessment as the tool for Saint Paul. The EA, developed by Chicago Public Schools and the Chicago Workforce Investment Council, is an **observed assessment of 16 core 21st century college and career skills**. Key characteristics of EA are:

- **OBSERVED:** Uses an observed 3rd party rating of a student, much like a job performance review compared to a computerized or paper-based test
- **FREE:** Tool is free and is low-cost to administer
- **FORMATIVE:** Includes rubric with stages of development through which students could progress over time, and could be administered multiple times over multiple years
- **PRACTICAL:** Focused on a core set of skills that could be quickly assessed so as not to over-burden supervisors
- **INDUSTRY-NEUTRAL:** Applicable to all occupations

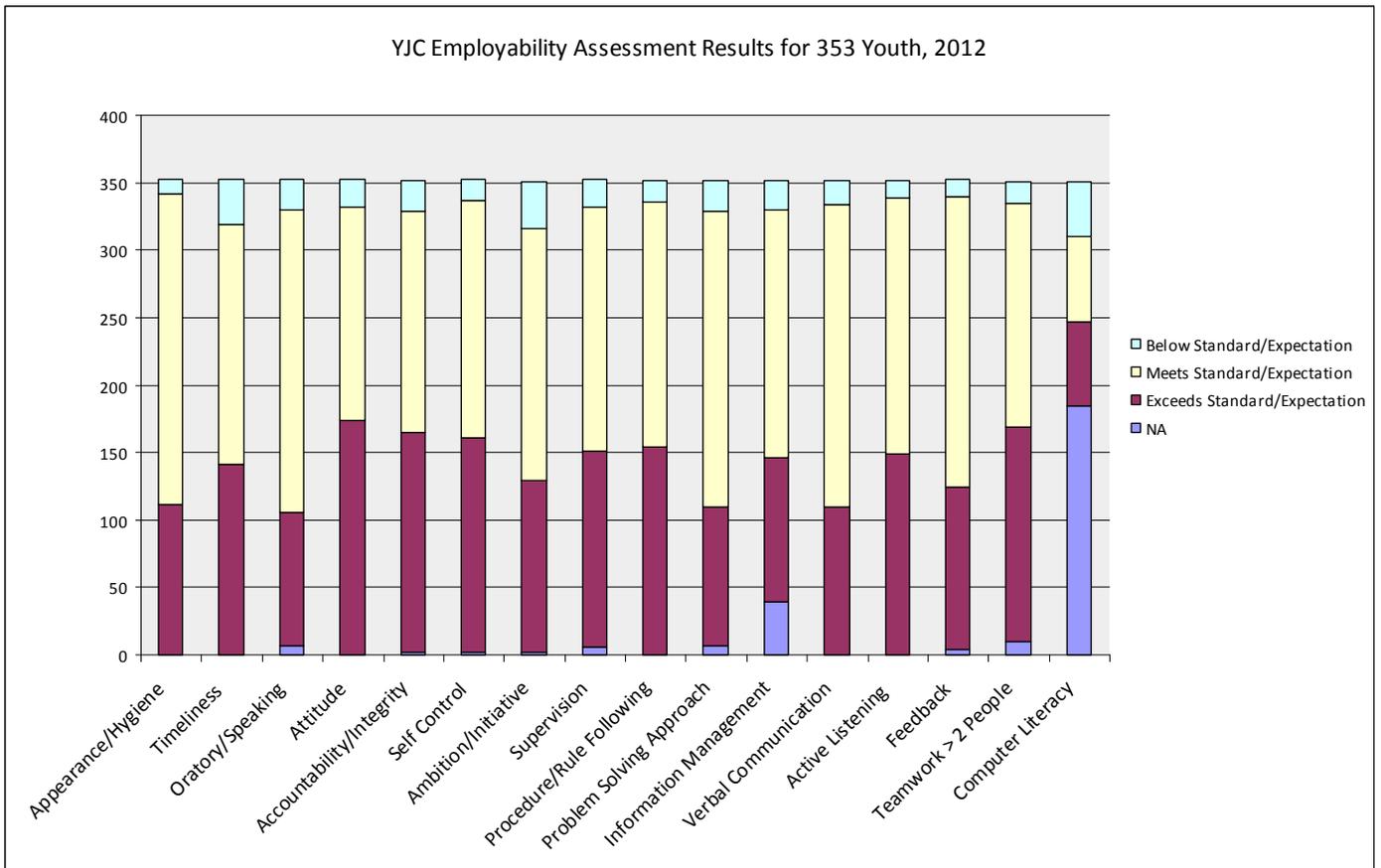
Worksite supervisors were encouraged to **use the tool as a youth development strategy as well as an assessment**. It was recommended that the tool be introduced in the first week of the program so youth could learn about work readiness skills and what excellence looks like in practice. Youth could then do a self-assessment and set personal goals for their summer work. Midway through the program, a supervisor would complete the assessment and use it to have a feedback conversation with youth. At the end of the program, both youth and supervisors would again complete the assessment, have a wrap-up conversation, and the supervisors reported their observed scores to YJC. The results give us a baseline for future years as well as some strong direction for how to focus future training topics.

Top 5 Skills Demonstrated by Youth

	Percent Exceeding Expectation
Attitude	49
Accountability/Integrity	46
Teamwork > 2 People	45
Self Control	45
Procedure/Rule Following	44

5 Skills most in need of improvement

	Percent Below Expectation
Computer Literacy	12
Ambition/Initiative	10
Timeliness	10
Accountability/Integrity	7
Problem Solving Approach	7



Weekly Email Prompts. In order to support worksite supervisors in helping youth contextualize work readiness skills while on the job, YJC staff developed weekly questions that were emailed to supervisors each Monday during the summer program, such as the following note that was sent during week two:

Hello YJC supervisors,

This week is a good time to introduce the concept of “work readiness skills” to your YJC workers. Possible questions to ask them:

- *What are your higher education and/or career goals?*
- *What skills do you think you will need to accomplish those goals?*
- *How do you think you can work on those skills at your YJC job this summer?*
- *Where have you seen those skills in action at this site?*

These emails supported strong youth development practice by offering concrete, meaningful ways for supervisors to engage in conversation and act as career mentors for their youth employees.

Efolio. Many of our YJC workers used eFolio to create their workplace portfolios. Efolio is a web-based portfolio tool designed to help create a living showcase of your work experience, education, and personal achievements. Efolio is a free resource for Minnesota residents, students, and workers provided by the Minnesota State Colleges and University system.

GOAL #3. Promote skill acquisition (academic and work readiness) through project-based instruction

In order to support skill acquisition through project-based instruction, **all worksite supervisors were given introductory training on project-based learning.** Several examples from current partners were used to illustrate how a project-based approach applies in an employment setting. Resources on project-based learning were also added to the Supervisor's Toolbox section of the YJC website.



GOAL #4. Increase exposure to in-demand jobs important to regional economies

Emergency Medical Services (EMS) Academy. In its 3rd year, the EMS Academy had its most successful session to date. With a class of 28 students, 19 passed as EMT's (66%) and two passed as First Responders. Nine of the graduates have been hired by the Youth Job Corps Basic Life Support transport service and two are continuing their education at Inver Hills Community College.

Basic Life Support (BLS) transport service. After observing a need for further skills training and work experience to make EMS graduates more competitive for employment in emergency medical services, the Phase 2 BLS transport service was created. The BLS transport service is staffed by EMS Academy graduates and provides hospital patients with a ride home or a transfer between hospitals. As of Thanksgiving, the BLS transport service has **completed over 340 runs.**



The BLS transport service is valuable for the young workers because it gives them an opportunity to apply their skills and gain valuable field experience. As the current members of the BLS transport service enter the Paramedic Core program at Inver Hills Community College or find jobs with ambulance services in the area, more alumni from current and previous EMS Academies will be phased in.

The BLS transport service is unique because it is operated by EMS Academy graduates. It also **generates income from the transport service which will go to funding the BLS transport service personnel and will contribute to the support of future EMS academies.**

The BLS transport service launched in July of 2012 with ten EMTs and three volunteers. Over \$5,000 worth of uniforms and supplies were donated to the BLS transport service by Allina and Region's Hospital. Since the launch of the BLS transport service, **six EMTs have been hired by local ambulance services** including Allina Health, North Memorial Ambulance, and HealthEast Medical Transportation Services. Recently, nine new BLS transport service EMTs were hired and are currently being trained in ambulance operations. The BLS transport service also provides First Aid and CPR classes at Saint Paul Fire Department Station 51 and for City departments through the Parks & Recreation Safety Program.

Environmental/"Green" Jobs. In the summer of 2012, over 120 youth worked in entry-level outdoor "green jobs." Youth gained valuable work experience by revitalizing public spaces through different projects included installing rain gardens, building retaining walls, removing invasive plants, maintaining riverfronts, planting gardens, and beautifying parks. Youth worked for a variety of employers including the City of Saint Paul, Tree Trust and the Community Design Center of Minnesota.

See Appendix B for a complete table of YJC employment partners and experiences.

GOAL #5. Provide high-quality work sites and overall participant and employer satisfaction

Key Stats:

- 98% of YJC workers reported a positive work experience
- 97% of the partners reported the YJC program was beneficial to their site

Call for Partners process. In order to create opportunities for new partners to host YJC employees and to ensure alignment of all partners with YJC's mission and goals, a Call for Partners process was instituted in 2012. Interested worksites submitted a short narrative and workplan that detailed their work opportunity, including their target population, retention strategies, evidence of a positive youth development approach, potential for academic credit or credentials, and more. A cross-departmental advisory group reviewed proposals and **chose 35 partners**, the highest number in YJC's history. This process ensured that all **worksites viewed this partnership as first and foremost a youth development opportunity** and also provided a **diverse mix of worksites** for youth.

Youth Orientation. All youth who are eligible for summer YJC were required to attend an orientation and a pre-employment skills training workshop prior to their hire. The training covers: City of Saint Paul policies and procedures, worksite safety, and payroll procedures. Youth also receive an introduction to resume writing, interview skills, and professionalism. This year, the **youth handbook was revised to be more streamlined, up-to-date, and youth-friendly.**¹ Through a partnership with Saint Paul Neighborhood Network (SPNN), **teens created comedic videos which were shown at orientation sessions to illustrate both good and poor interviewing skills.** Orientation provides a valuable opportunity to offer basic training job-seeking and job-keeping skills for all eligible youth, even those who will not ultimately receive employment.

Supervisor Orientation. Site supervisors are required to attend an orientation that covers: child labor standards, mentoring skills, enrollee time and attendance procedures, discipline policies and procedures, workplace safety, ADA, and work-related accident policies and procedures. In order to build the capacity of worksite supervisors to support meaningful employment experiences, this year supervisors also received **introductory training on youth development principles, quality program practices, project-based learning, and tips for supporting work readiness skills at their sites.**

Career Expo & Online Job Bank. Seeking a more **youth-focused hiring process that enables young people to find a job matching their interests and skills**, the YJC program moved away from a manual assignment system to giving youth voice in the process. In late April **over 400 youth**, clad in dress slacks and shirts, ties, skirts and blazers with their resumes in hand, attended the first annual YJC Career Expo at Oxford Community Center. **Representatives from 25 partner organizations were on site** to engage with youth, answer questions, and explain their summer work opportunities. Following the Expo, youth received a login to an online Job Bank, a custom-built tool on the Sprockets Out-of-School Time Network's website.² Based on a model from Washington D.C., eligible youth **searched over 100 different positions** based on proximity from home, work days and hours, or any of 16 different career pathways. Youth **bookmarked and ranked their top five choices, and then completed a resume** that was forwarded to the hiring manager at each of their selections. Worksites each determined their own hiring process before submitting their selections to

¹ Youth handbook available online at: <http://www.stpaul.gov/index.aspx?NID=4653>

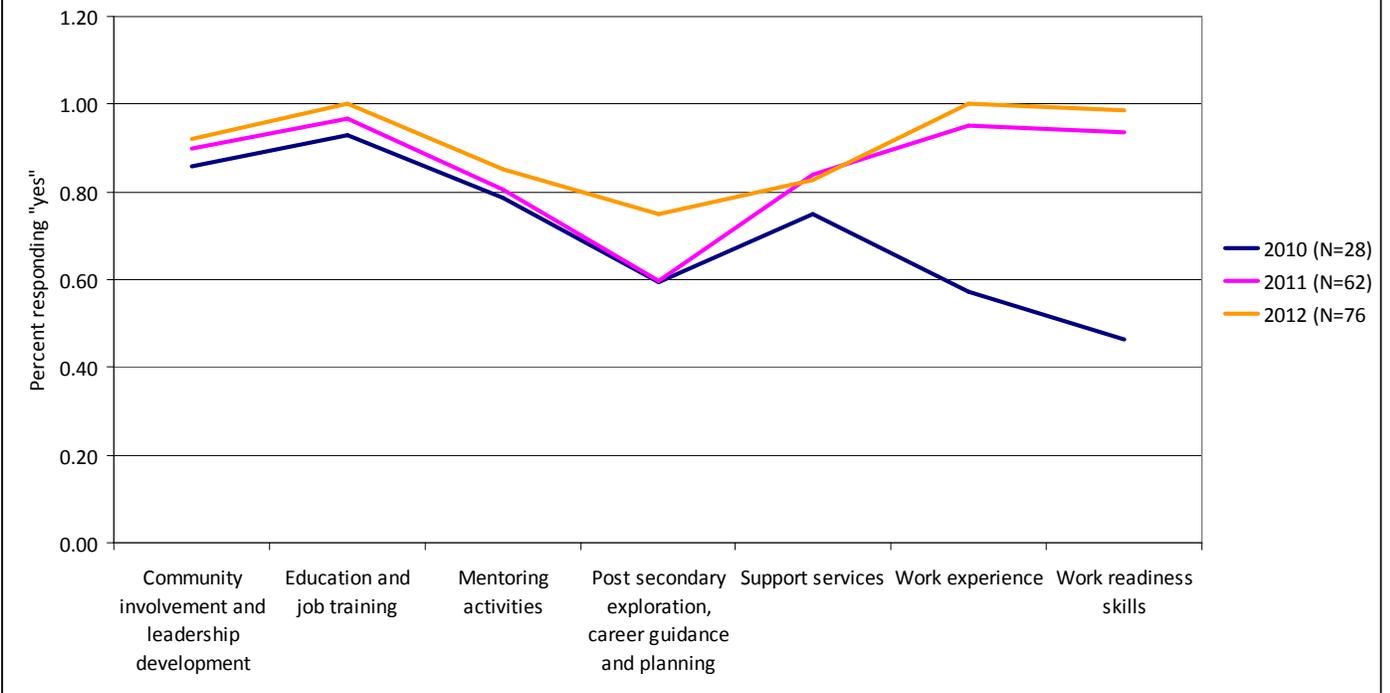
² <http://sprocketssaintpaul.org/jobs>

YJC. This process facilitated a much stronger match between youth and employer, and also provided young people with valuable experience in job searching, interacting with potential employers, resume creation, and interviewing.

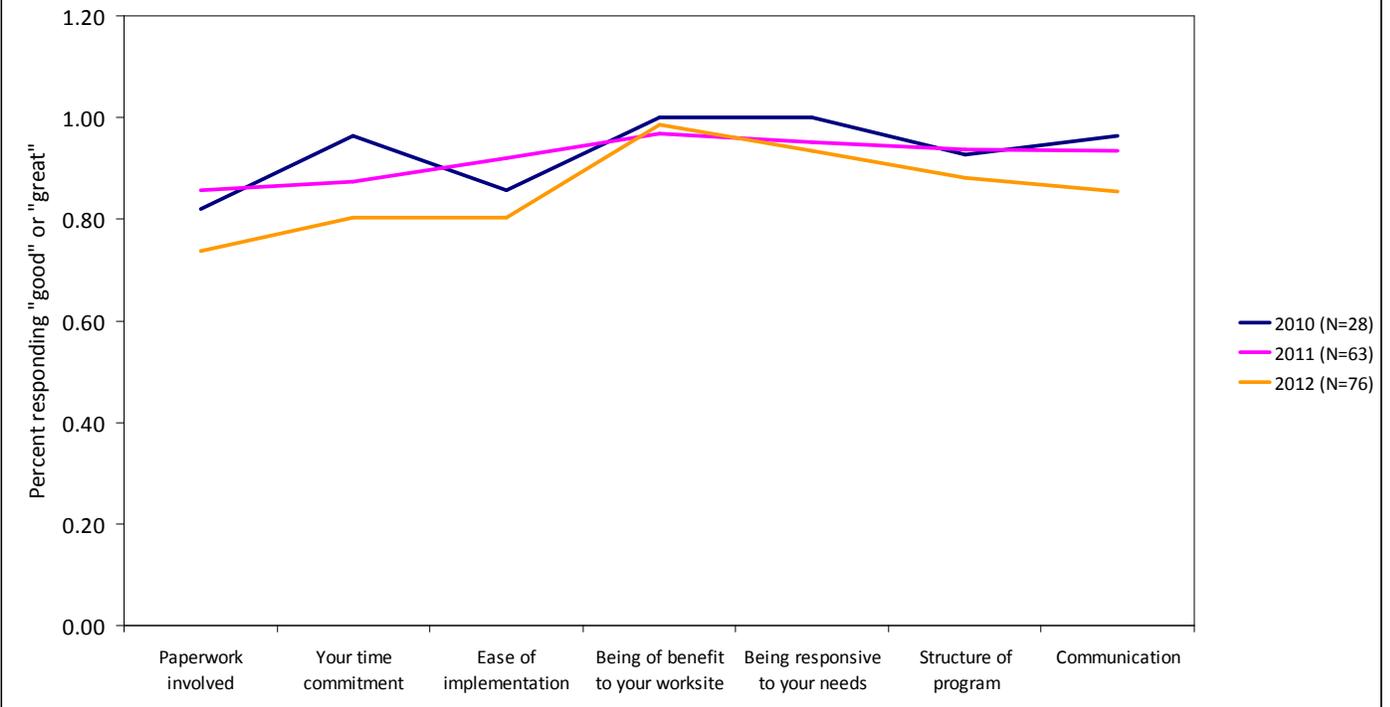
CAREER EXPO FEEDBACK	
WHAT YOUTH LIKED	WHAT EMPLOYERS LIKED
<i>"I liked how all the stations were open for anyone to explore. I also like how the people invited us to talk with them about their programs and they were open to questions."</i>	<i>"Our youth were able to go from booth to booth and learn about the different organizations to apply for. This was a great way for them to find out what job would work best for each of them."</i>
<i>"Different types of job positions, safe and relaxing setting, organized."</i>	<i>"It was great to get our name out there and we did select a few youth who we may not have otherwise been exposed to."</i>
<i>"Being able to talk to future employers!"</i>	<i>"The number of youth workers who turned out for the event and the professional nature that they exhibited. All youth workers I hired for the summer gave me their resume at the Career Expo and asked multiple questions about the program."</i>
<i>"Face to face."</i>	
<i>"Lots of good jobs to choose from!"</i>	
<i>"The Expo was very helpful and informative."</i>	
ONLINE JOB BANK FEEDBACK	
YOUTH	EMPLOYERS
<i>"I can read the description and know what to expect of the job."</i>	<i>"It gave the youth a realistic experience in how it may be to search for a job on a specific website."</i>
<i>"They had a lot of jobs you can choose from and that it they had areas close to where you live."</i>	<i>"The youth has the opportunity to explore different jobs."</i>
<i>"It is very helpful. It helped me find a summer job in what I am interested."</i>	<i>"It was great that youth could see all the options and take more responsibility for what type of summer job they want."</i>
<i>"There were a lot of opportunities and it was quick and easy."</i>	<i>"It allowed youth the choice to find a work site that matches their interests and needs."</i>

YJC also surveys supervisors on their overall experience with the program, including satisfaction on a number of elements related to the program's structure and on the types of experiences they offer their youth employees. When these results are compared over three years, there is a trend of increasing dissatisfaction with the paperwork and other commitments involved in being a YJC partner. However, there is also an **increase in the percent of youth who received supplemental experiences, including community involvement, mentoring, post secondary exploration**, and so on. Therefore, while partners may not like the added expectations that have been instituted, it appears they may be doing what they are intended in terms of reinforcing well-rounded experiences for youth.

Worksite Experiences Received by YJC Workers as reported by Supervisors, 2010-2012



Supervisors Ratings of Program Satisfaction, 2010-2012



Employer comments in the survey offered positive support for the changes that were instituted this year:

“The program continues to evolve at a pace that I feel is appropriate without adding many more responsibilities for me as the supervisor.”

“Extensive application and lots of paperwork and time to commit, but still worth it in my opinion. I was thankful for the many reminders and supports for the program.”

“I have really liked many of the changes. The Career Expo and eFolio are great additions.”

“The YJC program was very structured. In my opinion, this was very helpful. It guided us each week as to what needed to be completed and all the paperwork was easily attainable.”

“I am very pleased with the structure of the program this year. We are on the right path.”

Overall, youth were also satisfied with the program. See Appendix A for complete table with youth responses to the program satisfaction. Youth reported strong satisfaction with their supervisors and with the overall quality of their work experience. Their reports show room for improvement in better connecting current work experiences to building skills and plans for their futures.

	Percent Strongly Agree
MOST SATISFIED	
The supervisors cared about the progress of their YJC workers.	82
Overall I was satisfied with the quality of my learning & work experiences in this program.	81
The supervisors were available for advice when I needed to speak with them.	79
The work experience provided was effective in developing my skills.	76
Adequate supervision and instruction was available to me throughout the program.	75

	Percent Sometimes or Strongly Disagree
LEAST SATISFIED	
The program has helped me to develop good basic skills in using technology to investigate issues and communicate results.	17
I have developed the knowledge and skills required for a future career.	9
The program has developed my ability to investigate and solve new problems.	8
The information I learned at my orientation, and the materials I have been given will help me in the future.	7
The program has helped me to develop sufficient interest to want to continue to keep up to date with new developments in the work I have been exposed to.	6

Youth had many positive things to say about their summer work experience:

"It helped me learn new skills and helped me to feel confident in my future."

"I gained real workforce knowledge that I can use in the future."

"I liked starting from the basics and learning how to take my time and to do things right the first time."



"I liked how nice everyone was. It taught me to keep trying my best to work harder. Also, the things I've learned from here great use in the future."

"What I liked most about my learning and work experience in program is taking responsibility for my work and mistakes. I also enjoyed meeting new people and making connections for reference in the future."

"I got to be creative and I was involved in some great projects."

"I practiced and did a lot of public speaking and I really enjoyed it! It's a skill I'll need for the rest of my life."

"During my work experience I never knew I would be so interested in architecture, building, planning and design. It gave me the opportunity to really understand the world."

"I liked that I got to explore a work opportunity that I was interested in."

"I like the interactions I had with the children on multiple levels. I also like the teamwork that we had here. I have seen improvements myself and it honestly doesn't feel like I'm working at all – GREAT EXPERIENCE."



GOAL #6. Connect to and strengthen other key educational initiatives and systems in Saint Paul

In 2012, the YJC program made a concerted effort to align with other educational initiatives happening in Saint Paul and Minneapolis.

Sprockets, Saint Paul's Out of School Time Network. The Sprockets Network exists to improve quality and access to out-of-school time (OST) learning for Saint Paul youth. With **youth employment as possibly the most important OST learning opportunity for high school students**, YJC built its Job Bank into the Sprockets website. This drove parents and teens to the site where they had access to additional resources related to OST learning. Beyond the Job Bank, **many YJC partners are focusing on improving their program quality through Sprockets'** professional development and reliable information efforts, including use of the Youth Program Quality Assessment (YPQA) tool.

College Day. For several years, the Saint Paul Public Library staff has hosted a College Day event for their YJC workers. This year, the invitation to attend was extended to all YJC members. **Approximately 45 youth attended, a 300% increase over past years.** Presenters covered topics such as scholarships, the FAFSA forms, and the Power of You scholarship. College Day also included a Q&A session with a panel of guests from Hamline University, Augsburg College, St. Thomas, University of Minnesota, Saint Paul College, Inver Hills Community College, Minneapolis Community & Technical College, and Century College.

Twin Cities Career Readiness Collaborative. Youth Job Corps played a leadership role in the newly formed Twin Cities Career Readiness Collaborative, a group of organizations working in various ways on youth employment. The TCCRC is convened by BestPrep, AchieveMpls, and GenesysWorks, and YJC staff participated in committees on evaluation/metric and a database. **The evaluation committee recommended that the Employability Assessment, piloted by YJC, be adopted metrowide.**

OTHER IMPROVEMENTS OF NOTE:

Improved Communication. In an effort to enhance communication and customer service, YJC utilized Gov Delivery to send mass email and text messages to all youth applicants. The program also established a Facebook page as an easy way to respond to questions, post photos, and communicate important deadlines. **Over 7,000 emails, text messages, and Facebook posts** with important information, job postings and reminders were sent to youth during the spring and summer. The text messages and Facebook posts were particularly effective in reaching young people and communicating with them. YJC has recently created a Twitter account to improve communication efforts in 2013.

Infrastructure enhancements. Looking to build on the successful launch of the new YJC online application and the YJC Applicant Database in 2011, the YJC Parks Payroll Project was carried out by staff with Saint Paul Parks & Recreation and the Office of Technology and Communication. The project sought to use technology to **automate the payroll process** and eliminate the laborious data entry tasks associated with hiring a new employee. The mission was accomplished by using information already collected from the YJC online application and uploading it directly into the Payroll System. This creative project increased the efficiency of entering new employees into the payroll system and eliminated the majority of manual data entry with an automated process. It is estimated that these improvements in infrastructure **saved the department over 100 hours of staff time** and will continue to save hundreds of staff hours in the future.

AccelaPay. In 2012, over 55% of YJC workers received their paycheck using the AccelaPay system. This is up from 48% of YJC workers in 2011. AccelaPay cards are pre-paid debit cards that allow YJC workers to have their paychecks loaded directly to their card on payday. Accelapay cards can be used anywhere including ATM machines and account balances can be checked online. Accelapay is provided by the City of Saint Paul and U.S. Bank.

Established Advisory Committee. As part of the State DEED grant application process, an interdepartmental advisory committee was established. The group wrote a mission statement, set goals, advised on changes to the program model, and reviewed partner applications.

LESSONS LEARNED:

- Although helping youth to write resumes and create workplace portfolios was a stated requirement of the program, 31 percent of youth did not complete a resume and 49 percent did not complete a portfolio (as reported by their supervisors). Next year, expectations must be more clearly communicated and reinforced to ensure that all youth who complete the program leave with these resources.
- Increased paperwork, training, and program requirements for worksites may be causing increasing dissatisfaction among partners, even while it is supporting more well-rounded experiences for youth. Attention should be paid to finding the right balance between supporting quality work experiences and facilitating streamlined partnerships.
- Surveys indicate that a large percentage of youth who work in jobs that provide summer programming and camps for children experience issues communicating and resolving conflicts with program participants. It may be beneficial to provide them with additional training in conflict resolution.

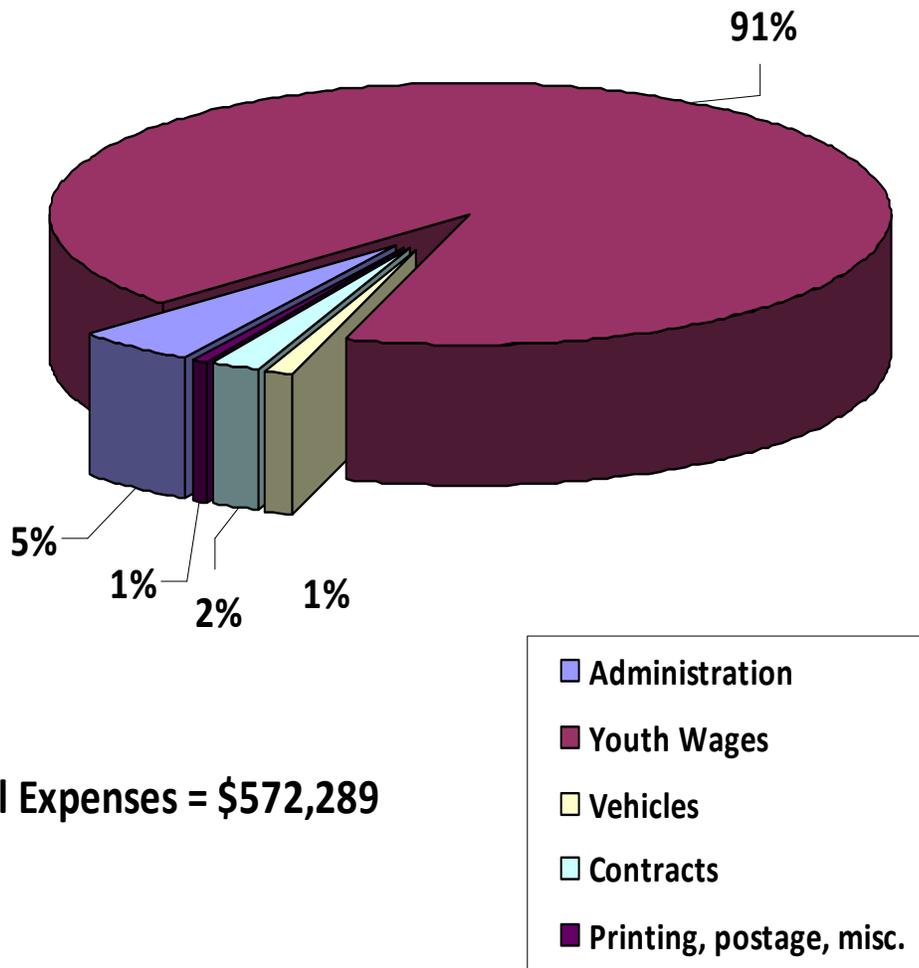
FUTURE OBJECTIVES:

- Higher quality experience for youth
- Employ more youth
- Wider variety of job opportunities with clearer pathways
- Sustainable budget and staffing structure
- Provide additional training for youth and employers
- Continued work to align job experience with educational initiatives

SUMMARY:

Youth and their employers had an impressive summer with YJC in 2012. YJC employed 471 young people at over 80 different worksites. Almost 90% of YJC employees were youth of color and over 97% of youth and employers reported having a positive experience. In the future, YJC will continue to partner with the best Saint Paul employers to provide high quality work experiences for youth. A greater focus will be placed on reaching new non-profit and private sector employers so that YJC can hire more youth and provide a wider variety of job opportunities which provide clearer pathways to a career or a post-secondary education. In an effort to increase the overall quality of the summer YJC experience, YJC will work with Saint Paul Public Schools, Saint Paul College and other youth serving organizations to provide additional training for youth and worksite supervisors. We are optimistic and excited to begin the 2013 YJC season!

2012 YJC Summer Spending



2011 YJC Total Expenses = \$ 457,500

	Percent
Youth Wages	95
Administration	4
Vehicles	.2
Printing, postage, misc.	.8

2010 YJC Total Expenses = \$ 555,600

	Percent
Youth Wages	91
Administration	7
Vehicles	1
Printing, postage, misc.	1

YJC consistently spends over 90% of its revenue on youth wages. The overhead costs for YJC remain very low and administrative salaries make up roughly 5% of the total budget.

APPENDIX A. Youth Responses on Program Evaluation Survey, 2012, by Percent

	Strongly Agree	Sometimes Agree	Sometimes Disagree	Strongly Disagree
The supervisors cared about the progress of their YJC workers.	82	16	2	0
Overall I was satisfied with the quality of my learning & work experiences in this program.	81	17	1	1
The supervisors were available for advice when I needed to speak with them.	79	18	2	1
The work experience provided was effective in developing my skills.	76	22	2	0
Adequate supervision and instruction was available to me throughout the program.	75	23	1	1
The supervisors in the program had thorough knowledge of the job duties.	73	24	2	0
What I have learned in this program will be valuable for my future.	73	22	3	2
The program has improved my skills in communication.	73	23	2	1
Worksite facilities were sufficient for my needs to complete my work.	72	25	2	1
The supervisors in the program inspired me to do my best.	69	28	2	0
The supervisors in the program gave me helpful feedback on my work.	68	28	3	1
Equipment and instruction on use was up to date and useful.	68	29	3	0
The program has improved my ability to work effectively in groups.	66	29	1	1
Worksite facilities (buildings, etc.) were clean and of good quality.	65	31	4	0
The information I learned at my orientation, and the materials I have been given will help me in the future.	65	28	5	1
The supervisors in the program were enthusiastic about the program.	62	35	2	0
Additional resources were adequate and available when I needed them.	61	36	4	0
The program has helped me to develop sufficient interest to want to continue to keep up to date with new developments in the work I have been exposed to.	59	26	4	1
I have developed the knowledge and skills required for a future career.	53	38	8	1
The program has developed my ability to investigate and solve new problems.	52	40	8	0
The program has helped me to develop good basic skills in using technology to investigate issues and communicate results.	44	40	13	4
Number Youth Surveyed	258			

APPENDIX B. Youth Employment Experiences

EMPLOYER	DESCRIPTION
Arts Us Inc.	Youth helped lead Camp Teranga at Dunning Rec. Building. Camp Teranga summer camp programs provide over 100 school aged youth the opportunity to be exposed to a variety of arts and sciences in a structured and nurturing environment.
Boys & Girls Club of the Twin Cities	Youth assisted Senior Staff in planning, implementing, supervising and evaluating activities and programs held at the West Side, East Side and Mount Airy Boys & Girls Club branches.
Center for Democracy & Citizenship	Youth gained valuable work-readiness skills and created resumes and cover letter while working at local businesses and non-profits including Jerabek's Coffeehouse, Wabasha Street Caves, Ramsey County Public Health, West Side Boys and Girls Club, Girl Scouts of Minnesota and Wisconsin River Valleys, All Around the Neighborhood, Youth Farm and Market Project, Neighborhood House, El Rio Vista, West Side Boys and Girls Club, Mothers Against Drunk Driving, Cooper's Grocery Store and the Minnesota Children's Museum.
CommonBond Communities	Youth helped lead Early Literacy and Summer Fun programming by planning and leading recreational and academic activities. Worksites included Skyline Towers, Westminster Place Apartments, Cathedral Hill Homes and Torre de San Miguel Homes.
Community Design Center of Minnesota	The CDC has six organic produce gardens located around the East Side of St. Paul. The interns helped with every aspect of the gardening process, from planting, maintenance, harvesting, as well as sales and distribution of the produce through its Garden/Nutrition Corps. Conservation Corps projects included invasive species removal, restoration work, rain garden installation, and maintenance of large planters.
Construction Careers Coalition	Youth built a garage in Saint Paul's Frogtown neighborhood. In addition to receiving construction related experience and training, participating youth received math, OSHA 10 and workplace readiness training and onsite safety tool instruction. They also received career counseling from union apprenticeship coordinators who came to the worksite to talk about their specific trades, how to apply, and general job placement outlook.
Dunning Boosters	Youth gained work experience doing field maintenance and working at the concession stand at Saint Paul's Dunning Baseball Complex. Summer highlights included helping with special events for Play Ball Minnesota, Paul Molitor Baseball Classic and the RBI World Series at Target Field.

Eastside Children's Summer Program

Youth helped lead the Eastside Children's Summer Program which serves children in the Payne-Phalen neighborhood in Saint Paul. Youth assisted classroom teachers by leading small groups, preparing and serving lunches for families and students, and helping staff with duties such as copying, creating bulletin boards, and preparing for recreation.

Hallie Q. Brown Center

Youth helped lead program and activities for the Fun in the Sun Day Camp, a ten week theme based camping program offered during the summer. The goal for Fun in the Sun is to motivate camper's interest in nature, foster individual development, develop social skills and increase environmental awareness.

Higher Ground Academy

Youth worked as Teacher's Assistants and Bus Safety Team Leaders. This involved everything from administrative tasks like making copies, to working individually with students on their class work, to ensuring that all students on the bus were safe and well behaved. Youth also helped with cleaning the school and prepared resumes and cover letters to help prepare them for their next job.

Journey's Secondary School

Youth performed entry-level construction laborer duties at sites in Saint Paul and Minneapolis. In addition, youth were required to successfully complete the construction trades training program at Journeys Secondary School and have OSHA-10 Certification and course certification from the National Center for Construction Education & Research (NCCER).

Juxtaposition Arts

Youth apprentices learned about the process, practice and implementation of Environmental Design; the method of "place making" in which designers, architects, landscape architects, technicians, citizens and artists work to explore and improve existing community settings. Youth made significant contributions to improvements for the future design of the Front recreation site and skate park.

KidVenture

Youth led the KidVenture program at Dayton's Bluff Recreation Center. KidVenture provides youth with a fun, safe, educational environment, and the mentorship of caring adults during the summer. KidVenture Teen Leaders assist youth in daily activities that range from visual art, hip-hop dance, and gym games to cooking healthy food, chaperoning field trips and serving summer lunch.

Mentoring Young Adults

Youth gained tutoring, mentoring, and leadership skills while providing one on one mentoring at various Saint Paul Public Schools sites including Maxfield, Jackson, and Dayton's Bluff Elementary Schools.

Payne Phalen Planning Council Youth gained experience completing general office duties, supporting a youth community arts organizing project and assisting residents with recycling information and creating information flyers.

Ramsey County Parks & Recreation Youth completed a variety of cleaning and maintenance duties at various park facilities. Duties included mowing, trash pick and collection; weed whipping, tree trimming and minor building and facility repairs. Youth also received a variety of work readiness training through a combination of classroom, practical and project based learning experiences.

Saint Paul Neighborhood Network Youth received training and work experience in media production and outreach. Youth had the opportunity to intensively explore community issues and produce documentaries. Topics included foreclosures and unfair bank lending practices, transit development on University Avenue and youth transitioning out of gang involvement. Others worked on visibility for SPNN and creating promotional video for Sprockets – Saint Paul’s Out of School Time Network.

Saint Paul Parks & Recreation Youth gained many different work experience opportunities with Saint Paul Parks & Recreation including removal of invasive plants, environmental restorations, planting flowers and maintaining gardens, leading Summer Blast programs and activities and serving summer meals at Recreation Centers, and performing facility maintenance at Como Zoo & Conservatory.

Saint Paul Police Department Youth assisted in program planning and co-led day camp activities and field trips at Ames Lake Neighborhood Apartments and Merrick Community Center. Youth gained experience supervising youth enrolled in summer programs, planning activities for the youth, organizing and overseeing the daily obligations of the summer programs. Youth had the opportunity to develop, oversee and supervise the Nation Night Out agenda.

Saint Paul Public Library Youth worked in all 13 Saint Paul Libraries, learning and assisting with day to day library operations. Youth helped with outreach activities that included the Summer Reading Program/Summer Blast collaboration and the summer meal program. Youth also attend sessions on financial literacy and college and career preparation.

Saint Paul Public Schools Youth helped with the grounds keeping at several sites including Saint Paul Recreation Centers, Wilder, Neighborhood House, Macalester College, and all 3 of Saint Paul’s Public Golf Courses.

Science Museum of Minnesota Youth worked on teams, taking an active role in the planning, research, design, implementation and evaluation of their programs and projects, which include building exhibits, developing community STEM projects, creating and delivering workshops for children at outreach sites, enriching visitor learning at the museum, and participating in scientific research.

Summit University Teen Center	Youth gained valuable experience in customer service as they answered phones, took messages, and completed general office duties. Youth also received resume writing tips, participated in mock interviews and learned about saving and how to budget their money.
Tree Trust	Youth endured a hot summer of outdoor landscaping projects which included the construction of modular block retaining walls at McMurray ball fields and Chelsea Heights Elementary School.
University of Minnesota – Urban 4-H	Youth served as positive role models for younger youth in 4-H and led quality summer enrichment programs including science activities and fitness and hip-hop arts programs.
West 7 th Community Center	Youth helped in various roles including serving as Summer Day Camp classroom assistants, mini-course instructors, and summer breakfast and Lunch program monitors. Youth also received employment skills readiness training including resume and cover letter writing.
YouthCARE	Youth worked as camp counselors at Camp Sunrise located in Rush City, north of the Twin Cities. Counselors were responsible for planning, leading and evaluating many activities including leadership and team building events for all of the campers.
YMCA	Youth worked in many different roles including youth-work, Member Services, and Administrative Assistants. Youth received training in youth development, First Aid and CPR.
YWCA – Saint Paul	Youth gained experience providing customer service, assisting with youth programming, data entry, planning and leading group games, and creating flyers and other marketing materials. Youth also completed resumes, cover letters, thank you letters and sample job applications.