



## Summer Youth Internship Program

Contract Period, May 1 – August 30, 2024

Investment: \$250,398

The proposed Summer Youth Internship Program is designed to provide opportunities for older youth to develop workforce-ready skills through a paid summer internship program that pairs real-world work experiences with life-skill development training and workshops. The program is targeted for rising 10<sup>th</sup> – 12<sup>th</sup> graders, residing in Leon County full-time. The program will recruit private businesses, leveraging the “Worlds of Work” participants to serve as host sites for summer youth interns.

### Overview

- CSC Leon will work in partnership with the **Tallahassee/Leon County Talent Development Council** and local **Chambers of Commerce** to recruit businesses to serve as job sites for summer youth interns. The partnership will leverage the Talent Hub portal for advertising, the student application, and assistance with the matching process. It also will offer businesses a \$250 stipend at the conclusion of the program for each successful intern placement.
- CSC Leon will partner with **ASPIRE** for leadership and life-skills workshops for the students during the onboarding process and program completion celebration.
- CSC Leon will subcontract with a **staffing solutions company** to assist with the human resource and payroll process for each intern. Interns will be paid \$14-15 per hour, depending on experience.
- CSC Leon will subcontract with an **internship coordinator** to manage and supervise the program, including biweekly visits with each intern at the jobsite.

### Details

1. **Business Partners** will be responsible for the following for each intern they desire to host:
  - a. Design a position description that meets the expectations listed below:
  - b. Project based with learning goals structured into the experience
  - c. A work/learn exchange between the intern and business
  - d. Opportunity for intern to learn all aspects of the workplace
  - e. “Busy work” (such as filing, errands, covering phones, etc.) does not exceed 20% of the intern’s time
  - f. Work does not pose extraordinary risk to youth (for full list of child labor regulations, visit: <https://youth.gov/youth-topics/youth-employment/rules-and-regulations-youth-employment>)

- g. Set 20-hour a week schedule with hours between 7:00 a.m. and 9:00 p.m., with no single shift exceeding 8 hours
  - h. Provide regular supervision for each intern hosted at the jobsite
  - i. Approve weekly timesheets for each intern hosted at the jobsite
  - j. Meet biweekly with internship coordinator to assess program placement performance
  - k. Complete program survey at conclusion of program
2. The **Tallahassee/Leon County Talent Development Council** will be responsible for the following:
  - a. Provide business coordination outreach and tracking, leveraging Talent Hub as the recruitment platform for interns
  - b. Provide internship development training to local businesses and nonprofits
  - c. Assist CSC Leon with marketing, developing the student application, interview, and matching process for youth applicants
3. **ASPIRE** will be responsible for the following:
  - a. Assist CSC Leon with marketing the opportunity to local youth
  - b. Assist CSC Leon with life-skills and leadership training
  - c. Assist CSC Leon to host an end of summer program completion ceremony
4. The **staffing solutions company** will be responsible for the following:
  - a. Process “new hire” paperwork for each intern
  - b. Process weekly timesheets for each intern
  - c. Issue bi-weekly payment for hours worked to each intern
  - d. Pay required employment taxes, FICA, workers compensation, etc., for each intern
  - e. Submit weekly invoice to CSC Leon for reimbursement
  - f. Process end of the year W-2 financials for each intern
5. The **Internship Coordinator** will be responsible for the following:
  - a. Coordinate the matching and onboarding process for youth applicants in collaboration with Tallahassee/Leon County Talent Development Council
  - b. Coordinate the life-skills and leadership training in collaboration with ASPIRE
  - c. Conduct biweekly check-ins with each intern and host at the jobsite to determine success of match and address any issues that may arise (e.g., transportation, performance, behavior, etc.)
  - d. Provide guidance to each intern and host on requirements for successful program completion
  - e. Encourage interns to earn certifications through Florida’s Ready-to-Work system
  - f. Coordinate an end of summer program completion ceremony
6. The **Intern** will be responsible for the following:
  - a. Commit to eight (8) weeks of job placement and life-skills training

- b. Organize transportation to and from jobsite and trainings
- c. Complete an end-of-summer presentation about the internship experience
- d. Complete periodic assessments and surveys about the internship experience

7. **CSC Leon** will be responsible for the following:
- a. Fund the program, including supervision of internship coordinator
  - b. Design, administer, and score all assessments and surveys
  - c. Process the business incentives at program completion

**Budget**

<b>Line Item</b>	<b>Amount</b>	<b>Budget Narrative</b>
Internship Base Salaries	\$158,400	60 youth placements x \$15 per hour x 22 hours a week x 8 weeks
HR/Payroll Management	\$47,520	Estimated at 30% above base payroll; to be paid to staffing solutions company and processed weekly for approximately \$5,940 each payment
Business Incentives	\$15,000	60 youth placements x \$250 business incentive for each successful internship placement; to be paid directly to jobsites at program completion
Business Coordination	\$8,670	Estimated at 5% of youth salaries and business incentives; to be paid to Talent Development Council for services and support
Workshop Support	\$8,670	Estimated at 5% of youth salaries and business incentives; to be paid to ASPIRE and/or other vendors (food, educational materials, etc.)
Internship Coordinator	\$12,138	Estimated at 7% of youth salaries and business incentives; to be paid directly to 1099 employee for work performed May 1 – August 30, 2023 (approximately 12 weeks)
<b>Total</b>	<b>\$250,398</b>	