

APPS JOB READINESS PROGRAM

The APPS 128hr or eight week job readiness program is strategically designed with emphasis on training and mentorship to prepare teens and young adults to get, keep and excel at their current or future job opportunities. With a fundamental focus on investment in soft skill development, holistic job readiness training, coaching and career exploration that provides a foundation that transcends time and industry; we will produce a marketable sought after millennial prepared to seize workforce opportunities. The benefits of summer and after school jobs for young people are;

- **Financial Responsibility** – learning how to budget their money, planning for future purchases, while learning to spend wisely and save. It can also provide some financial relief for many single parent households.
- **Fundamental Life Skills** - young people learn the importance of getting to work on time, being a team player, fulfilling their job responsibilities and time management. Employment also encourages young people to become more independent so they gradually learn to be self-sufficient and self-supporting.
- **Diversity** – exposes young people to diversity and multiculturalism that is reflective of the society we live in.
- **Career** - Helps young people find their passions and interests that may lead to a career choice they may have not considered previously. It provides a competitive advantage over the 1 in 5 young people that are out of work when applying for real jobs having actual work experience on your resume. A job will give a young person a practical self-assessment of their weaknesses and strengths as an employee.
- **Supervision** -Many parents have to work all day year-round, so summer jobs and afterschool employment can provide additional adult supervision. The hours immediately following the school day and while mom is at work during the summer are national concerns that jobs can help address. The hours between 3:00pm and 6:00pm are when teens are most likely to be victims of violent crime, engage in sexual activity and experiment with drugs.
- **Restitution** – Some of our young people find themselves with court cases or on probation that require them to pay restitution in order to close their cases. This is problematic as there are too many cases remaining open solely because a young person cannot find the means to pay their restitution but have completed all other requirements. This is compounded by the often crimpling stigma associated with young people involved with criminal justice system, employers simply will not hire them for this reason. Providing young people with certificate training, work experience and an equitable wage provides them the best opportunity to overcome this barrier.

Many young people that enter the criminal justice system fall into two categories: inadequate educational attainment and not prepared to enter the workforce. Frequently these young people are from families and communities categorized by poverty, dysfunction and external pressure to engage in delinquent behavior which correlates to increased juvenile court contact and school failure. Often these young people have no employable skills or intent on returning to school to get their high school diploma or college degree. So it is a major failure that we do not provide teens and young adults with mentorship, life skills and job readiness programming. It is essential that the programming addresses the cognitive strategies and decision making that far too often results in contact with negative peer groups and the criminal justice system.

Selection Process

In our efforts to address poverty, school failure and the disproportionate minority contact of the criminal justice system the program will primarily target low income Somali, Hispanic and African American teens and young adults (ages 15-18) that live and/or attend school in the following zip codes 43203, 43207, 43211, 43223 and 43227. Selected participants will not have felony cases but typically will have open misdemeanor disorderly conduct, assault or domestic violence cases. Participants will be made up of both probation and non-probation teens and young adults that currently have open misdemeanor cases with the juvenile court system. Additionally, with our role and responsibility to provide a safe place for youth and families to participate in recreation in the Columbus community we can't knowingly accept the severely mentally ill that pose safety issues to others or sex offenders. Participants will be considered City of Columbus employees and held to the same standards. They will be thoroughly screened with an interview, background check and drug screen. It is at the discretion of the City of Columbus Recreation and Parks Department APPS program which referrals are selected for the program.

Programming

The primary components of the program are training, mentoring/coaching and performance based rewards. Participants will have the opportunity to receive training, mentoring and job placement into various divisions of the Department of Recreation and Parks that can include park maintenance, outdoor education, community recreation, aquatics and youth and family development as well as select contract agencies, community organizations and businesses. **(Please see attachment Job Description)** The goal is to provide teens and young adults with an enriching experience that has redeeming value for their future career paths and reaching self-sufficiency. Fundamentally the program seeks to move participants in many cases from poverty

to middle class not in just financial terms but in network, education and exposure to opportunities and life possibilities.

Training

- **Presentation-** Body Language, Verbal & Written Communication, Appearance and Resume building
- **Interpersonal Skills-** Networking, Working collaboratively with others, Influencing & Persuading, Conflict Resolution, Customer Service.
- **Cultural Competency-** Diversity & Inclusion, Cultural Competencies, Implicit bias
- **Financial Literacy-** Marketing to you, Creator vs Consumer, Saving and Investing
- **Poverty-** Understanding the cognitive strategies that are often used by different social classes.

Facilitators will utilize interactive activities and technology as engagement tools for implementing training and to enhance learning keeping in mind the learning styles that are most effective with young people.

Mentoring

- **Weekly site visits-** participants will receive weekly site visits to provide, support guidance and coaching to ensure program expectations are being met. This also affords staff the opportunity to immediately address any issues with the participants or sites, while acknowledging and offering positive reinforcement of pro-social behaviors. Visits will be once a week for the duration of the 8 week program.
- **Mentoring/Coaching-** participants will receive individual and group coaching sessions. This will provide the platform for participants to share negative and positive work experiences and how they addressed those situations while receiving advice from peer and staff coaches in a safe and supportive environment. Additionally, this provides opportunities to demonstrate and reinforce learning from training by participants.

Brick by Brick

To further encourage behavior changes and the application of learning by participants, a performance based reward program will be used entitled Brick by Brick. Although The Brick by Brick incentive program is fundamentally a way of rewarding positive and pro-social behaviors in youth, it is also used to produce actions that have redeeming value to become permanent pillars to one's lifestyle. The prevailing philosophy is that each day that we lay a brick, meaning one commits to an action or activity that yields benefits for one's self and or community; in the process we build the foundation for success and achievement of a goal tomorrow. The example that we most often use is a house that has a strong foundation can last for a hundred years and while it may get new paint, dry wall, and furnace or roof the foundation remains the same.

Simply the house cannot be built without a solid foundation, the same holds true for achieving goals. For instance the goal of graduating from college begins with laying a brick each day by doing homework and studying upon entering kindergarten. This attaches purpose and meaning to the often repetitive and uneventful task of doing homework and studying thus creating increased focus and personal accountability, thus the individual always has a sense they are building towards something that will benefit them. Participants will receive points for meeting daily performance standards that will accumulate over the course of the program. The program will evaluate participants in the following areas: attendance, presentation and ready to work. Those individuals that have met program performance standards after week 4 and week 8 will receive special rewards that are fun and engaging to young people and ones that they have decided on.

Performance Based Standards

Attendance success is measured by reporting to work on time on scheduled work days at least 94% of time. (30 of 32 days) Participants can have excused absences with proper documentation. Also while at work participants are expected to make satisfactory progress on all assigned activities and work; this includes community service projects and training & coaching sessions. Participants are expected to work 32 days over an 8 week period starting June 5th and ending on July 29th Typical work week will consist of the following but may vary based on need and other variables:

Tuesday 10am-2pm	Training and Mentoring/Coaching
Wednesday 10am-2pm	Work Site- report to their job placement site
Thursday 10am-2pm	Community Outreach- canvassing with marketing materials for Cap City Night Festivals
Saturday 5pm-11pm	Cap City Night Festivals- hosting free community festivals in high poverty communities

Presentation consists of coming to work in uniform with a clean and neat appearance at least 97% (31 of 32 days) of the scheduled days of work. Also this includes displaying appropriate written and verbal communication while at the work site.

Ready to work entails coming to work with a positive cooperative mindset and attitude at least 97% (31 of 32 days) of the scheduled work days. This includes meeting behavior expectations of the APPS program and all vendors, partnering organizations and Departments within the City of Columbus. The expectations will also include the following:

- Electronic devices are expected to be put away until scheduled breaks or approval is given by your supervisor for usage.
- Participants are expected to refrain from using profanity while at work.

- The expectation is that participants will not be under the influence nor use drugs or alcohol.
- Participants are expected to notify immediate supervisor if for any reason they need to leave their designated work area.
- In the event of calling off work participants will notify immediate supervisor at least 2 hours before scheduled time to report to work.

Participants that meet performance standards in all categories will be rewarded with an end of summer Kings Island Trip. Additionally participants will receive bi-weekly checks for hours worked regardless if they meet performance standards or not. Participants will be paid \$12.00/hr.

Paying Restitution

All program participants required to pay restitution will do so by a predetermined payment plan that takes into account their individual needs and financial responsibility. This will address the fact that everyone is different realizing that some participants will take longer periods of time to complete the program and pay restitution based on their individual situations and case plans. This is why the program can be completed in hours or weeks to suit the needs of the individual. There are three reasons it was decided that participants would make \$12.00/hr. First it had to be a wage that was significant based on the limited hours that many participants will be available to work to make a difference for them and secondly research shows that where a person starts in the workforce partially determines their attitude and approach. Typically people ascend in their work wages and responsibility over time. In this case participants will be making \$12.00/hr and will quickly learn this is not enough for them to live the life they want. The majority of them will seek employment with higher wages and or training and education that will create employment opportunities with greater earning potential. Lastly after having restitution deducted from their check it's imperative that they take income home with them so they have a sense of accomplishment and achievement. Not to mention, it's discouraging to work and to display pro-social behaviors and to have nothing to show for it at the end of the day.

Outcome measures

- 80% of participants will complete the program
- 80% of participants will not pick-up new charges

Job Readiness measures

- 90% of participants will know four effective ways to search for a job
- 90% of participants will develop and know how to edit a resume
- 90% of participants will know how to prepare for a job interview
- 90% of participants will know what appropriate work attire is for the major segments of the job market.

- 90% of participants will understand what it means to demonstrate positive and appropriate work place behavior regardless of circumstance.
- 90% of participants will understand the relationship between saving and living within your means.

Developmental Asset Measures

- 80% of participants will demonstrate an increase in the developmental asset “young person accepts and takes personal responsibility”
- 80% of participants will demonstrate an increase in the developmental asset “young person plans ahead and makes choices”

The program will have three groups of 20 participants during the funding cycle.

**Applications for Purpose, Pride and Success (APPS)
Recreation & Parks Aide**

SALARY RANGE

\$10.00-\$12.50 Hourly

DEFINITION

Under general supervision, is responsible for performing a wide variety of unskilled and semi-skilled park maintenance, community festival, aquatics, community recreation and outdoor education activities on a seasonal basis; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

- Participate in paid community service projects
- Participate in APPS work incentive program.
- Regular and timely attendance. Must be able to work a flexible work schedule to include days, nights and weekends.
- Regular communication with section supervisor
- Attend weekly team meetings, trainings and coaching sessions.
- Canvass urban neighborhoods, restaurants/stores, events and other assigned areas to distribute flyers in targeted communities.
- Assist with the set up and breakdown of maintenance, festival, aquatics and recreational equipment.
- Assist in implementing and monitoring children's activities. (inflatables, group games, art & crafts, climbing wall and sports etc.)
- Cleaning of general work areas.
- Be flexible and resourceful in completing work task in various environments and adverse weather conditions.
- Have the ability to provide excellent customer service to the culturally diverse Columbus community.

MINIMUM QUALIFICATIONS

Must be at least 15 years of age and able to provide own transportation. Possession of a valid motor vehicle operator's license may be required for some assignments.

GUIDELINES FOR CLASS USE

N/A

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of cleaning ground keeping methods; some knowledge of recreational activity implementation, supplies, and equipment use; some knowledge of arithmetic; ability to read and write the English language; ability to follow detailed instructions; ability to do strenuous work and to stand for extended periods of time; ability to maintain effective working relationships with superiors, associates, community leaders, volunteers and the general public.

PROBATIONARY PERIOD:

N/A

EXAM TYPE:

Noncompetitive