

Table Brainstorm & Discussion: Sharing Best Practices

Asterisk = mentioned by at least 3 partners*

<p>Best Practices for Hiring & Selecting Youth:</p> <ul style="list-style-type: none"> ● What is the structure of your hiring process? ● What has worked well for your organization? 	<ul style="list-style-type: none"> ● Recruitment: <ul style="list-style-type: none"> ○ Recruiting from within program* <ul style="list-style-type: none"> ▪ Announcement at program graduations ▪ Cross-overs from year-long program ○ Go directly to high schools/neighboring schools & contacts * ○ Word of mouth * ○ Referrals – returning scholars help recruit ○ Orgs with multiple sources of funding: Draft board. Identified youth and matching them to payroll options (Hyde Sq. Task Force) ○ Waiting list ○ Website & social media ○ Host workshop for students who are interested to help them apply (Museum of African American History, Zumix) ● Group interviews & individual interviews <ul style="list-style-type: none"> ○ Offer a few nights of interviews with all managers to get them done and accessible (Museum of Science) ○ Scenarios – combination w/ team work/problem solving (Phillips Brooks House Assoc, The Dimock Center) ○ Returners vs “new” interviews ● Application process: <ul style="list-style-type: none"> ○ Google form via email or other online applications (Harlem Lacrosse, Girls LEAP, Crossroads, Phillips Brooks House Assoc) ○ Ask for school transcripts ○ Keep it simple – essays & basic info, short answers ○ Rubrics/Metrics (Boch Center, Museum for African American History, Courageous Sailing)
<p>Best Practices for Training Youth:</p> <ul style="list-style-type: none"> ● Do you have a formalized training period over the summer? ● What types of trainings do you offer to youth employees? (optional and/or mandatory) ● Are there other organizations that you partner with for trainings? 	<ul style="list-style-type: none"> ● Orientations <ul style="list-style-type: none"> ○ First week / first three days? ○ Pre-summer week? ○ Coincide with supervisor training so the youth can meet their supervisors ● Training ideas: <ul style="list-style-type: none"> ○ Conflict resolution & youth development 101 ○ Professionalism, self-awareness, time management, team building, dress for success, communication ○ Hold personal development meeting on off Fridays from forums ○ Department specific trainings (New England Aquarium)

Best Practices for Supporting Youth:

- What are supports that you offer to youth over the summer (other than trainings)?
- Are there other organizations that you partner with to support the youth?

- One on one advising time*
 - Mental/emotional check in
 - Little blue book check-ins – features a spot for youth to write their plus & deltas for the week
 - Assigned advisor – meet three times during the summer to work on personal and professional goals (Boch Center)
 - Open door policy institution
- Weekly/bi-weekly sessions
 - Group debrief
 - Small group/peer discussions
 - Weekly surveys
- Other topics areas:
 - Resume writing *
 - financial literacy / module days *
 - Professional etiquette *
 - Mentoring workshops
 - College & career fair/workshops *
 - Road to Success Roundtable (Freedom House)
 - City Scavenger Hunt (Freedom House)
 - Mock Interviews
 - Health & wellness, care management
 - “Age appropriate” trainings – ie SAT prep for Juniors
- Keeping things going...
 - MBTA passes*
 - Maintain multiple ways to contact staff – email chain, group texts (Harlem Lacrosse)
 - Calendar alerts via google calendar for all scholars (Harlem Lacrosse)
- Keeping things fun!
 - College Alumni Night, trips & special events
 - Mid-summer “fun” treat/trip