Boys & Girls Clubs of the Tennessee Valley’s Workforce Development Program

YouthForce logo provided by Fulton High School. This project is funded under a grant contract with the State of Tennessee.
ABOUT BOYS & GIRLS CLUBS

Boys & Girls Clubs of the Tennessee Valley is a 501(c)3 non-profit organization that has been serving youth in East Tennessee since 1943. Our mission is to enable all young people, especially those who need us most, to realize their potential as productive, caring, responsible citizens. We provide quality after school and summer youth development programs, striving to enable youth to reach three key youth developmental outcomes: Academic Success, Healthy Lifestyles, and Good Character & Citizenship. Today, we serve over 7,900 youth, ages 5 to 18, at our 15 Club facilities in Knox, Blount, Loudon, and N. Anderson Counties. Over 70% of the youth we serve come from low-income households, and 64% of youth served come from non-traditional households.
WHY YOUTHFORCE?

There is clear evidence showing programs that expose young people to career development and job training opportunities are able to raise expectations and greatly promote self-sufficiency in adulthood. To meet this need, Boys & Girls Clubs of the Tennessee Valley involves Knox County high school students, ages 14 to 18, in the YouthForce program. It is anticipated that over 60% of teens served will be from low-income families and will come from nontraditional homes.

In June of 2016, the Tennessee Valley opened a state of the art 55,000 square foot Teen Center that houses the YouthForce program. YouthForce is anchored in a building offering an education room, tech lab, teen room, life skills room, two gymnasiums and an indoor pool.

Involving young people in YouthForce will provide a range of activities to help teens develop the skills essential for workforce success. These include getting and keeping a job, finding a career that fits each teens’ interests and talents, and allowing the teens to determine the corresponding educational and career path they need to pursue.

The economic climate has adversely impacted employment for workers of all ages, but teens have felt its most serious effects. There is a missing link to connect teenagers from high school to pathways into jobs, high-wage occupations, and meaningful careers. The YouthForce program will increase the earning potential of high school students in Knox County through education and career development.
PROGRAM SUCCESS

Since July 1, 2016, YouthForce has been Knoxville’s answer to teen workforce development. YouthForce is for teens ages 14 – 18. This program includes 12 hours paid job training and 60 hours paid job shadow training, and allows local businesses to connect with the teen workforce.

- **JOB INTERNSHIPS**
  - Working alongside employees, putting skills to use

- **JOB SKILLS TRAINING**
  - Learning skills to enable teens to obtain gainful employment

- **JOB SHADOWING**
  - Shadowing experienced workers to gain skills in a field

12 foundations fund the YouthForce program

40 members have participated in extended career ready internships

236 unduplicated program participants (job ready and technical training)

21 local businesses host YouthForce interns

33 bus passes purchased for intern transportation

Technical training programs include, nursing, welding, cybersecurity, manufacturing, culinary arts, and cosmetology
PROGRAM PARTNERSHIPS

Job Internship Partnerships – 60 hours of paid job shadowing at local businesses including:

- Anderson Rental Company
- Banana Republic
- B&G Catering
- Boys & Girls Clubs of the Tennessee Valley (Norwood, Northridge Crossing, South Knox, Halls/Powell, Vestal, Middlebrook, Lonsdale)
- Broadway Carpets
- Chilhowee Park & Exposition Center
- Cirrus Insight
- Dreambikes Knoxville
- Food City
- Functional Pathways
- Hampton Inn Downtown Knoxville
- Historic Tennessee Theatre
- Knoxville Civic Auditorium and Coliseum
- Knoxville Convention Center
- Old Navy
- Prestige Cleaners
- Renaissance Terrace Assisted Living Facility

Funders Include:

- Appalachian Regional Commission
- Bank of America
- Boys & Girls Clubs in Tennessee CTE Appropriation
- Boys & Girls Clubs of America
- First Tennessee Bank Community Development Fund
- Kiwanis
- PetSafe /Radio Systems Corp.
- Rotary Club of Knoxville
- State of Tennessee Department of Human Services
- United Way of Knoxville
- Walmart

Additional Business Partnerships Include:

- B & G Catering – Henry’s Bakery & Deli
- Bertlekamp Automation
- Blackberry Farm
- DSB Provisions
- Microsoft
- Pellissippi State Community College
- Publix
- Regions Bank
- Sword & Shield
- Tennessee College of Applied Technology
- Tennessee School of Beauty
- Tindell’s Building Materials
- University of Tennessee Fibers and Composites Manufacturing Facility
- UT Federal Credit Union

FUN FACT.

Since July 1, 2016, YouthForce has had 236 unduplicated participants.
YOUTHFORCE INTERNSHIP SCHEMATICS

The aim of the YouthForce program is for participants to gain real world job skills through interaction with skilled employees from local Knoxville businesses. It consists of 60 hours total internship, structured according to business need. **Skills they gain at those jobs include, but are not limited to:**

<table>
<thead>
<tr>
<th>Soft Skills</th>
<th>Punctuality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>Effective Communication</td>
</tr>
<tr>
<td>Teamwork</td>
<td>Patience</td>
</tr>
<tr>
<td>Motivation to Work</td>
<td>Problem Solving</td>
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</tbody>
</table>
**YOUTHFORCE UNIVERSITY**

An intensive soft skills training program which teaches teens to apply for, obtain, and maintain a job.

**Training include:**

<table>
<thead>
<tr>
<th>Training Area</th>
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</thead>
<tbody>
<tr>
<td>What Does a Career Provide?</td>
</tr>
<tr>
<td>Interview Skills</td>
</tr>
<tr>
<td>Job Applications</td>
</tr>
<tr>
<td>Short and Long Term Financial Goals</td>
</tr>
<tr>
<td>Money Management Activity with Banking Partner</td>
</tr>
<tr>
<td>What’s It Really Like to Work?</td>
</tr>
<tr>
<td>How Can I Become a Valued Employee?</td>
</tr>
<tr>
<td>Exploring Career Options</td>
</tr>
<tr>
<td>Virtual Career Research</td>
</tr>
<tr>
<td>How Do I Deal with Workplace Challenges?</td>
</tr>
<tr>
<td>Resume Writing</td>
</tr>
</tbody>
</table>
In a community where jobs are abundant, but quality workers are not, YouthForce is the answer to preparing our young people to be productive employees once they enter the local workforce. The comprehensive nature of YouthForce has something to offer every Club member. YouthForce gives our teens real world experiences in career exploration, STEM, and 21st Century leadership skills.

– Bart McFadden, President & CEO Boys & Girls Clubs of the Tennessee Valley

YouthForce helped me have a lot more patience than before. I learned important jobs skills like following directions and professionalism.

– Armonie Blair

I learned to always be open to opportunities and new experiences.

– Monique Brown

YouthForce made me think twice before I do stuff and helped me to stay positive.

– Jamesha Fain

This program helped me to communicate better with people of all ages. I learned to manage my time and make important decisions.

– Coryean Davis

Throughout the whole program I learned patience and communication. There is a difference between work and home environments. The staff helped me learn this and gave me good feedback.

– Dinyah Israel

My favorite thing about YouthForce was my interaction with my coworkers. I learned how to get a job and keep it.

– Christopher Gardner
WORKFORCE DEVELOPMENT PROGRAM STUDENT APPLICATION

Name _______________________________________________________________________________________________

Social Security #___________________________________________________ Birthdate _______ / _______ / _______

Email _______________________________________________________________________________________________

Mailing Address ______________________________________________________________________________________

City _____________________________________________________ State ________ Zip __________________________

Home Phone Number (            )______________________ Other Phone Number (            )______________________

Gender  M   F   Ethnicity ___________________________

School _____________________________________________________  Grade Level ____________  GPA ___________

Who do you live with?  __ Mother __ Father __ Both __ Other ________________________________

What languages are spoken at home? __ English __ Spanish __ Other ________________________________

Are you a US Citizen? __ Yes __ No

PARENT INFORMATION

Mother/Guardian’s Name __________________________________ Phone Number (            ) ___________________

Home Address _______________________________________________________________________________________

Email _______________________________________________________________________________________________

Father/Guardian’s Name __________________________________ Phone Number (            ) ___________________

Home Address _______________________________________________________________________________________

Email _______________________________________________________________________________________________

Are you, or have you ever been, a member of the Boys & Girls Clubs of the Tennessee Valley?  __ Yes __ No

If yes, at which Club were you a member? ______________________________________________________________

I wish to be a member of the YouthForce of Boys & Girls Clubs of the Tennessee Valley. Please contact my
parent/s or guardian/s to complete the application process.

___________________________________________________________________________   _______________________

Student Signature          Date
INDIVIDUAL NEEDS ASSESSMENT

What are your plans after high school?

– Attend a 4-year college/university
– Attend a trade/technical school
– Join the military
– Attend a community college
– I’m not sure of my plans yet
– Work full time

What workforce category most interests you?

– Communications
– Healthcare
– Retail/merchandise
– Culinary Arts
– Finance
– Youth Development

Is reliable transportation an issue to/from the internship site?  – Yes  – No

If yes, is the bus or Uber transportation an option?  – Yes  – No

I understand that I am required to complete 12 hours of professional development workshops prior to beginning my YouthForce Internship. Failure to participate in the workshops will void my application and participation in the YouthForce Program.

I understand that I am required to participate in this internship as an employee. In the event of tardiness or absence I am required to contact the Youth Force Director immediately. Habitual tardiness or absences will result in removal from the program.

________________________________________  __________________________
Signature                             Date
MEMORANDUM OF PARTNERSHIP AGREEMENT

Partnership Agency

It is understood that the above agency plans to enter into a partnership with Boys & Girls Clubs of the Tennessee Valley for the YouthForce Workforce Development Program.

The following responsibilities ensure a successful partnership for the participants of Boys & Girls Clubs of the Tennessee Valley with the workforce community.

- To provide job shadowing opportunities for YouthForce participants
- To provide on the job training for YouthForce participants as appropriate for internship level experiences
- To provide opportunities for a 60 hour internship experience with the partnering organization
- To provide constructive feedback and direction of YouthForce participants as needed for satisfactory job performance
- To provide communication about each YouthForce participant’s job performance and overall job skill capacity with the YouthForce Director

CERTIFICATION OF PARTICIPATORY AGENCY

Name of Agency

Mailing Address

Phone Fax

Agency Authorized Signature Date

Agency Authorized Printed Name & Title

YouthForce Authorized Signature Date

YouthForce Authorized Printed Name & Title