



2020 Recommendations  
Community and Economic Development Committee  
February 20, 2020

# EARN & LEARN

- Summer youth employment program initiated by Mayor Tom Barrett in 2005
- Provides job skills and work experience
- Assists Milwaukee youth transition from adolescence into adulthood



# File No. 191439

- File directs DCD to present plan to increase participation and create successful outcomes for EARN & LEARN
  - Attract applicants to the program
  - Strengthen program to better align assignments with the interests and passions of interns
  - Be more intentional in matching interns to assignments



# EARN & LEARN Programs

- Summer Youth Internship Program (SYIP)
  - City of Milwaukee
  - Youth (16-19) assigned to various work assignments in City government
- Community Work Experience (CWE)
  - Employ Milwaukee
  - Youth (14-24) assigned to non-profit, community and faith based organizations



# Summer Youth Internship Program (SYIP)

- Applications due March 20th
- Eight week internship
  - Begins Thursday, June 4th
  - Ends Friday, July 31st
- Work 20 hours each week
  - Monday through Friday
  - Business hours
  - 16 hours at department
  - 4 educational hours on Fridays



# Current SYIP Recruitment Efforts

- Mailings, news release, and social media
- Presentations:
  - New Hope Youth and Family Services
  - Ronald Reagan High School Opportunity Fair
  - Marquette University High School Career Day
  - Audubon High School
  - MPS Student Job Fair
  - Girls Day at City Hall
- MPS Parent Teacher Conferences



# SYIP 2017-2019

	2017	2018	2019
<b>Applicants</b>	691	770	391
<b>Invited to Interview</b>	566	618	335
<b>Ineligible Applicants</b>	125	152	56
<b>Interviewees</b>	253	317	149
<b>No Shows to Interview</b>	321	301	183
<b>Interns Worked</b>	144	134	127
<b>Interns Completed Program</b>	135	126	104

# 2019 SYIP Challenges

- Pay rate was \$8.75
- Low number of applicants and interviewees
- Limited candidate pool
  - 149 candidates reported for interviews
  - 130 available positions
- Program Coordinator was not able to be as selective in matching interns
- 127 interns assigned
- 104 completed program



# Recommendations

- Increase pay rate
- Fewer interns
  - More selective placements
  - Better ratio of students to adults
- Require departments to apply for interns
- Better match intern interests w/department needs
- Conduct joint supervisor/team leader orientation

# Increase Wage Rate

- Many summer jobs pay more than SYIP
  - EARN & LEARN programs lowest paying at MPS Student Job Fair in both 2018 and 2019
  - Higher wage for SYIP will make internships more competitive with other opportunities
- Budget amendment adopted to supplement SYIP pay rate
- Hourly wage of interns increased for 2020
  - 2019: \$8.75
  - 2020: \$11.52 for 2020 (City living wage)



# Fewer interns

- Reduce number of intern positions to 110
- Provide more valuable work assignments
- Increase number of team leaders to allow more one-on-one youth development

# Department Applications for Interns

- DCD will be more selective in granting requests for interns:
  - Ensure departments are prepared to provide a meaningful and rewarding work experience
  - Strengthen worksite experience for the interns
- 2020 online job slot application requires more information from departments
  - How the internship will be valuable to intern and department
  - How the department plans to make a welcoming environment for the intern
  - What career interests the intern selected for the assignment should have



# Discern and Match Intern Interests

- Applicants now required to submit a cover letter
- Will aid in selection process

**Cover Letter:** \* In the box below, or in a separate attachment, please introduce yourself, your background, and your career goals. Explain why you are interested in being an intern, and how your education and/or previous work experience make you a good fit for this internship. If you will attach your cover letter to the application, type "Attached" in the box.

# Match Intern Interests

- Interviewees complete interest form
  - Preference for position
  - Future areas of study
  - Skills
- Department's request and applicant's cover letter, interest form and interview will be used to determine best assignment fit

**Instructions:** This form is designed to assist us in placing you in a position if chosen. Please review all of the potential employment areas and put a **1, 2, or 3** by only **three** positions that interest you (1 being the **most** interesting). This survey is not a guarantee of any position placement. **Choose only 3 positions.** Give this form to the person that interviews you.

- \_\_\_\_\_ **Clerical/Office Assistant** (clerical) – File, fax, copy, organize, mail processing, answer phones, type, data entry, operate computer equipment, general customer service.
- \_\_\_\_\_ **Custodian/Maintenance** (indoor/outdoor position) – Clean office space and public areas, sweep, mop and vacuum floors, empty trash, assist maintenance personnel with repairs.
- \_\_\_\_\_ **Engineering** (indoor/outdoor position) – Engineering duties, drafting plans, collect field data, inspections, prepare drawings and maps, record keeping.
- \_\_\_\_\_ **Fire Department Aide** (fieldwork/light industrial) – Shop assistance, vehicle maintenance and operations, carpentry, upholstery.
- \_\_\_\_\_ **Forestry/Landscaping** (outdoor position) – Plant flowers, maintain and water plants, pull weeds, pick up trash.
- \_\_\_\_\_ **Information Technology/ Computer Lab Assistants** (clerical) – Assist the public and employees with computer set up and usage, help desk support.
- \_\_\_\_\_ **Library Aide** (clerical) – Assist with the storing and circulation of books, videos, magazines, and other library resources, assist customers with copying and use of computers, assist with program set-up.
- \_\_\_\_\_ **Outreach/Research** (clerical/light fieldwork) – Youth engagement and outreach, data collection, compile research, analysis, design, community relations and education.
- \_\_\_\_\_ **Police Department Aide** (clerical/ light fieldwork) – File, photocopy, answer phones, set up and staff event tables, community relations.



# Match Intern Interests

- Excerpts from cover letters:
  - “One day I would like to become an electrical engineer.”
  - “I’m interested in being an intern to learn more about what career path I would like to take”.
  - “At my previous job, I was an Executive Assistant. I have experience handling money, scheduling appointments, making/answering calls, photography, setup, and paperwork.”
  - “I am a good mechanic and one day I hope to own my own mechanic shop.”
  - “I would like to gain independence through gaining employment. My hopes are that this internship will assist me with obtaining the skills that I need to both obtain and maintain steady employment.”

# Match Intern Interests

- Align interests and goals with available positions
- Some previous assignments





# Joint Supervisor/Team Leader Orientation

- Conduct supervisor orientation to provide supervisors with education about SYIP, roles and expectations
- SYIP team leaders present
- Build stronger relationship between team leader and supervisor

# Expose Interns to Convention

- Democratic National Convention provides a special opportunity to expose SYIP interns to an important part of political process
- Exploring ideas
  - Tour of convention site at Fiserv Forum
  - Education day about presidential nomination process
  - Assign most interns to “clean and green” activities in the downtown area during the convention

# SYIP Contact Information

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