

**Summer Youth Internship Program  
February 2005 Progress Report  
Community and Economic Development Committee  
File No. 041367**

At the direction of Mayor Barrett and the Common Council, the Department of City Development (DCD) is coordinating a new City of Milwaukee Summer Youth Internship Program.

**Key Elements**

- Allocation of \$350,000 in CDBG funds for program development and implementation.
- Program designed by a working group including representatives from the Mayor's Office, Department of Employee Relations, CDBG, Housing Authority, Milwaukee Public Schools, Milwaukee Public Library and Department of City Development.
- Hired a program coordinator through a partnership with UWM's Milwaukee Idea Economic Development Fellows Program to develop and operate the Summer Youth Employment and Workforce Development Program.
- Contacted City departments to identify departmental program coordinators and begin development of youth internship positions.

**Goals**

- Create 200-250 city employment opportunities for 16-19 year old high school students.
  - Jobs are expected to begin June 20, 2005 and end July 29, 2005.
  - Internships will be paid equally.
  - 6-week placement, 20 hours per week.
  - Improve workforce preparedness among participating students.
- Create approximately 20 team leader positions for college students (age 21 and older) to supervise youth in city positions.
  - 8-week placement, 30-hours per week.
  - Leaders will be paid equally.
  - Monitor progress of interns.
  - Ensure faithful attendance.
  - Accountability.Application materials have been posted (both online and paper) in the UWM Career Development Center, Marquette University Career Services Center, MSOE Placement Office and MATC Student Employment Services Center.
- Create Workforce Development component to teach the interns general life skills through weekly 4-hour workshops on resume writing, appropriate workplace behavior, dress, work readiness skills, etc.
- Develop a community action plan to connect qualified high school interns with private employers that provide after-school jobs during the school year.

**Student Recruitment**

- Outreach to high school youth through Milwaukee Public Schools.
- Outreach to team leader candidates through area colleges.
- Application materials available via internet: [www.mkedcd.org](http://www.mkedcd.org)