

Seattle Youth Employment Initiative



Roles and Expectations

WORKSITE COORDINATOR

- The worksite coordinator is a staff member (preferably full-time) at your organization who is the primary contact for the initiative. This person is responsible for collecting and uploading any and all internship job descriptions from your organization on to the Educurious platform by May 18th, and will also maintain communication with the intern supervisor(s) during the internship.
- For smaller organizations, the worksite coordinator and intern supervisor may be the same person.
- The worksite coordinator is responsible for attending the webinar, *Hosting Interns: How to Get Started* and inviting all intern supervisors to subsequent trainings.

INTERN SUPERVISOR

- The intern supervisor is a staff member at your organization who is responsible for day-to-day supervision of your intern(s). This person will have regular check-ins with the intern(s) and support intern(s) in professional development and work activities.
- Intern supervisors are required to complete the *Tools and Best Practices Workshop* either in-person or online and attend the *Diversity and Inclusion Training*.
- The intern supervisor should maintain communication with the navigator during the internship.

EDUCURIOUS

- Educurious serves as the employer intermediary for the initiative. They are a resource for employers (worksite coordinators and intern supervisors). Educurious is here to help with any questions or concerns about how the internship program is structured, the online platform, and other logistical issues.
- Educurious will assist employers in developing internship descriptions including identifying appropriate tasks and responsibilities for intern(s).

YOUTH-SERVING PARTNER

- Interns are enrolled in a variety of youth-serving organizations in partnership with the initiative. Youth-serving partners provide direct job-readiness training to young people ages 16-24 prior to the start of the internship, assist in the application process, and support interns for the duration of the internship.

NAVIGATORS

- Navigators are employed by the youth-serving partner and have relationships with the interns. They are an intern supervisor's go-to contact for any questions or concerns regarding specific intern(s), including, but not limited to: professionalism, behavioral issues and attendance.
- Navigators may schedule site visits with the intern supervisor during the internship.
- Navigators ensure basic needs of interns are met, including, but not limited to: access to public transportation and work-appropriate clothing.

Questions? Educurious is your resource.

Caitlin Spence or **Blake Konrady**

youthemployment@educurious.org

206.402.4489