

4-H Workforce Prep: Real jobs, meaningful experiences and marketable skills

ADVENTURE CENTRAL
AT WESLEYAN METROPARK



"PARTNER IN POSITIVE YOUTH DEVELOPMENT"

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Programs Featured in Today's Session

- Adventure Central Workforce Prep
- Building Youth Leadership and Workforce Skills (BYLAWS)

Session Overview & Goals

- Learn about a comprehensive workforce prep program.
- Explore ways to involve teens.
- Explore curriculum and evaluation strategies.
- Share experiences.

Why Workforce Prep?

- General situation with youth in out-of-school time.
 - ✦ *Children spend more time after-school unsupervised by adults and teens spend more time alone than in any other generation.* (Compton, 2003)
- Youth violence issue & violence prevention link.
- Resilience & protective factors – align well with youth development & workforce prep.
- Real concerns– youth lack basic skills (e.g. communication, teamwork, math, & reading).
- Represents an opportunity to address an important part of youth development – real skills!
- Relevant for teens!!

Background ... SCANS

Foundation Skills

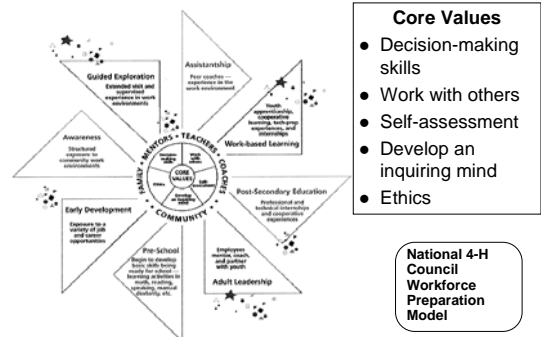
- Basic Skills – read, write, do math, listen & speak.
- Thinking Skills – think creatively, make decisions, apply new knowledge.
- Personal Qualities – responsibility, self-management.

Competencies

- Resources
- Interpersonal
- Information
- Systems
- Technology

SCANS, 1991

Background ... National 4-H



Adventure Central Program Overview

Major Components

- General WFP Programming (Primarily K-8)
Participation in a broad youth development program with a specific emphasis on preparing youth for the world of work (e.g. life skills, job skills, goal setting and career exploration); and
- JET (Job Employment and Training)
Hands-on work experience for teens with increasing responsibility and reward.

Adventure Central Program Overview

Goals

- Provide a continuum of opportunities to help youth learn and develop skills for the workplace.
- Increase participants' awareness of skills and competencies needed to succeed in the workplace and explore career opportunities.
- Prepare youth for the world of work by providing hands-on experiences in horticulture, nutrition, park operations and youth education.
- Increase the number of minority youth choosing careers in science, technology and environmental education.

K-8 Program Components

- Programming as part of after-school, day camp and other youth leadership programming at Adventure Central.
- Focus here on youth in grades K-8.
(Early Development and Awareness on 4-H WFP Model.)
- Basic skills & awareness.
 - Basic Skills (e.g. homework assistance & literacy)
 - Teambuilding
 - Career Exploration
 - Setting Goals
 - Junior Achievement
 - Wild Over Work – 4-H CCS



JET Program Components

(Adds Guided Exploration, Assistantship and Apprenticeship & Adult Leadership from 4-H WFP Model!)

- Application and Interview Skills Session
- Interviews & Selection
- Success in the Workplace Training
- Orientation & Training
- Direct Work Experience
- Early and Late Performance Appraisal
- Self-Directed Learning Journals
- Teen Team Meetings
- Program Evaluation

JET Program Components

- Application and Interview Skills Session
 - Before applications are due!
 - Sample applications, interviewing tips.
- Interviews & Selection
 - Competitive process.
 - Youth & adults interview candidates.
 - Meetings with non-selected youth.
- Success in the Workplace Training
 - Initial meeting to get the group together.
 - Focus on behavior, attitudes, appearance, etc.
 - Prior to intensive orientation & training.



JET Program Components

- Weeklong Orientation & Training for Summer
- One Day – Large Group
 - Youth/adult partnerships
 - Goals, roles, responsibilities (Service & Learning)
 - Adult mentor role
 - Experiential learning
 - What will a successful summer look like?
 - Risk management
- Remainder of Week – focus on job skills and prep work specific to their assignment.

Work Experiences

Youth Education

Work as part of a team in the planning and implementation of environmental education activities and youth supervision for the Adventure Central Day Camp program.



(8 positions available)

Work Experiences

Nutrition/Meal Prep

Work as part of a team in the planning and implementation of a daily meal and snack to support the Adventure Central Day Camp program. Skills gained include quantity cooking, food safety, menu planning and inventory management.

(2 positions available)

Work Experiences

Butterfly House/Horticulture

Work with the Cox Arboretum & Gardens team to prepare and manage the butterfly house and gardens for the public. Skills gained include butterfly curation, garden maintenance and guest relations.



(2 positions available)

Positions

- **Teen Assistant (8 total)**
 - 30 hrs/week, volunteer position.
 - Gift certificate incentive or paid through partnering summer work program.
- **Teen Apprentice (4 total)**
 - 40 hrs/week, paid position through OSU.
- **Park Operations (7)**
- **Partners** – participants in JET apply to other job training programs – may include academic support and pay.



Other JET Program Components

- **Early and Late Performance Appraisal**
 - Framed around SCANS skills & competencies.
 - Included self-assessment, supervisor assessment and face-to-face meeting.
- **Self-Directed Learning Journals (see handout)**
 - Encourage learning, asking questions and reflection.
- **Teen Team Meetings**
 - Held every other week during summer program.
- **Program Evaluation – multiple approaches since 2002.**
 - Key Elements approach.
 - Performance appraisals.
 - Post-then-pre youth instruments.
 - Open ended questions for youth and adults.

Youth/Adult Partnerships



BYLAWS At-A-Glance

- Proposal submitted by Franklin County – University District and CYFAR Project Staff
- \$75,000 and \$106,273 grants
- 20 Teens
 - ages 14-18 BYLAWS I
 - age 16+ BYLAWS II (additional \$5,000 funding from 4-H Foundation increased by 10 more participants)
 - BYLAWS III adds new performance measures
- Youth paid a stipend up to \$450



BYLAWS Timeline

- 10 weekly after-school Leadership and Employability Skills Training sessions
- 6 weeks (15 hours/week) volunteer work experience as teen assistant in children's programs
- 12 months of follow-up activities

BYLAWS Goals

- Occupational Skills
Participants will develop SCANS Workforce Foundation Skills and Competencies and leadership skills by completing leadership training sessions and preparing a lesson plan for younger youth

Participants will gain leadership experience by leading younger youth
- Work Readiness
Participants will improve their ability to complete a job application, resume, and interview

Participants will demonstrate their ability to arrive at work on time
- Basic Skills
Youth will increase their basic skills test score in math and/or reading

BYLAWS Program Components

- Employability Skills
- Marketable / Technical Skills
- Leadership Skills
- Hands-On Experience
- Internships
- Incentives
- 8 Key Elements of Youth Development

Employability: Hands-On Experience and "Built-In" Evaluation



- Applications – Pre-/Post
 - Required to enter program and for summer work experience
- Interviews – Pre-/Post
 - Required to enter program and to be placed in the summer work experience
- Resume Development
- Performance Evaluations
 - Self, Peer, and Supervisor evaluations and reflection

Marketable / Technical Skills

- Career Clusters
 - Groupings of occupations and broad industries based on commonalities
 - Examples: Human Services, Manufacturing, Transportation and Distribution
- Certification
 - Industry Credential
 - Workforce Investment Act currently recognizes a high school diploma

www.careercluster.org



Leadership Skills

- Numerous 4-H resources
- BYLAWS based on:
 - Leadership Skills You Never Outgrow
 - Multi-Level Teen Leadership
 - Teen Leadership on the Job

BYLAWS Leadership Lessons:

1. What is 4-H
2. The 4-H Teen Leader Role
3. Leadership Concepts
4. The 4-H Leadership Structure
5. Teaching Tools and Techniques for Teen Leaders
6. Program Development
7. Individual Leadership
8. Leadership and Self-Acceptance
9. Leadership and Personal Development
10. Recreation as a Part of 4-H
11. Teaching Techniques for Teen Leaders
12. The 4-H Meeting
13. 4-H Program Planning
14. Your Leadership Style

Work Experience and Incentives

Summer Work Experience

- Opportunity to see one's self in the future
- Experience rewards and challenges of work
- Employee-employer dynamics

Incentives

- Daily stipend amount
 - forfeited for tardiness or absence
 - Up to \$450
- Gift Cards rewards
- Bus Passes
- Snacks
- Trips

"4-H is an organization that helps you learn how to get a job"
- BYLAWS Participant

BYLAWS Evaluation Strategies

- Pre- and post-instruction Application, Interview and Resume (scoring guides)
- Work readiness content tests
- Inventory of Leadership Skills
- Attendance charts
- Standardized tests
- Surveys and Focus Groups

Adventure Central Evaluation Strategies & Results

- 2002 – Comprehensive Study (Paisley, Turner, Ferrari)
 - Key elements were experienced to a high degree.
 - Relationships with program adults – more positive than...
 - Youth had a stronger sense of engagement in learning and self-determination when they took on leadership roles.
- 2003 – Post-then-pre Evaluation – Staff Observations
 - 80% reported gains in leadership skills, public speaking and self-confidence.
 - One staff member reported "Teens have gone from participants to helpers, to leaders over the course of years."

Adventure Central Evaluation Strategies & Results

- 2004 – Qualitative Focus
 - "This program will help you in the long run. It helps you with leadership. It taught me the right way to handle a bad situation."
 - "I noticed that when I present something I am more outspoken, I smile, I speak clearly and am able to explain things better."
- 2005 – New Evaluation Plan - Pilot Efforts
 - Integrated with program plan:
 - Performance appraisal process
 - Meetings and reflection
 - Post-then-pre evaluation for youth
 - Teens reported increased skills and abilities (SCANS).
 - Performance appraisals documented gains in workplace skills and competencies. (Unintended Outcome!)

What teens said... (BYLAWS) 2005

- "This program helped me by teaching me what is so important about interviews, and resumes and things that are needed for interviews and what is required for a job."
- "I liked the leadership games that we've played. They taught me something new, and helped me pay attention and listen carefully."



2005 What they said...(Teens)

- "The two things that I gained being in JET is having confidence about doing new things and gained control of my attitude towards others."
- "I learned how to take constructive criticism."
- "I learned not to be so soft-spoken and I learned how to use my time more wisely."



Brainstorm & Strategize

- Current program or project.
- Workforce prep twist?
- Strategies? (e.g. Experiential learning and processing around job skills?)
- Sharing...

Wrap Up

- AC Workforce Prep - comprehensive workforce prep program.
 - K-8 Programming
 - JET
- BYLAWS
- Curricula and evaluation strategies.
- Session participant experiences & adding a workforce prep twist?

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