

Teen Education and Enrichment Programs

MCCA Work Ready Certificate Manual

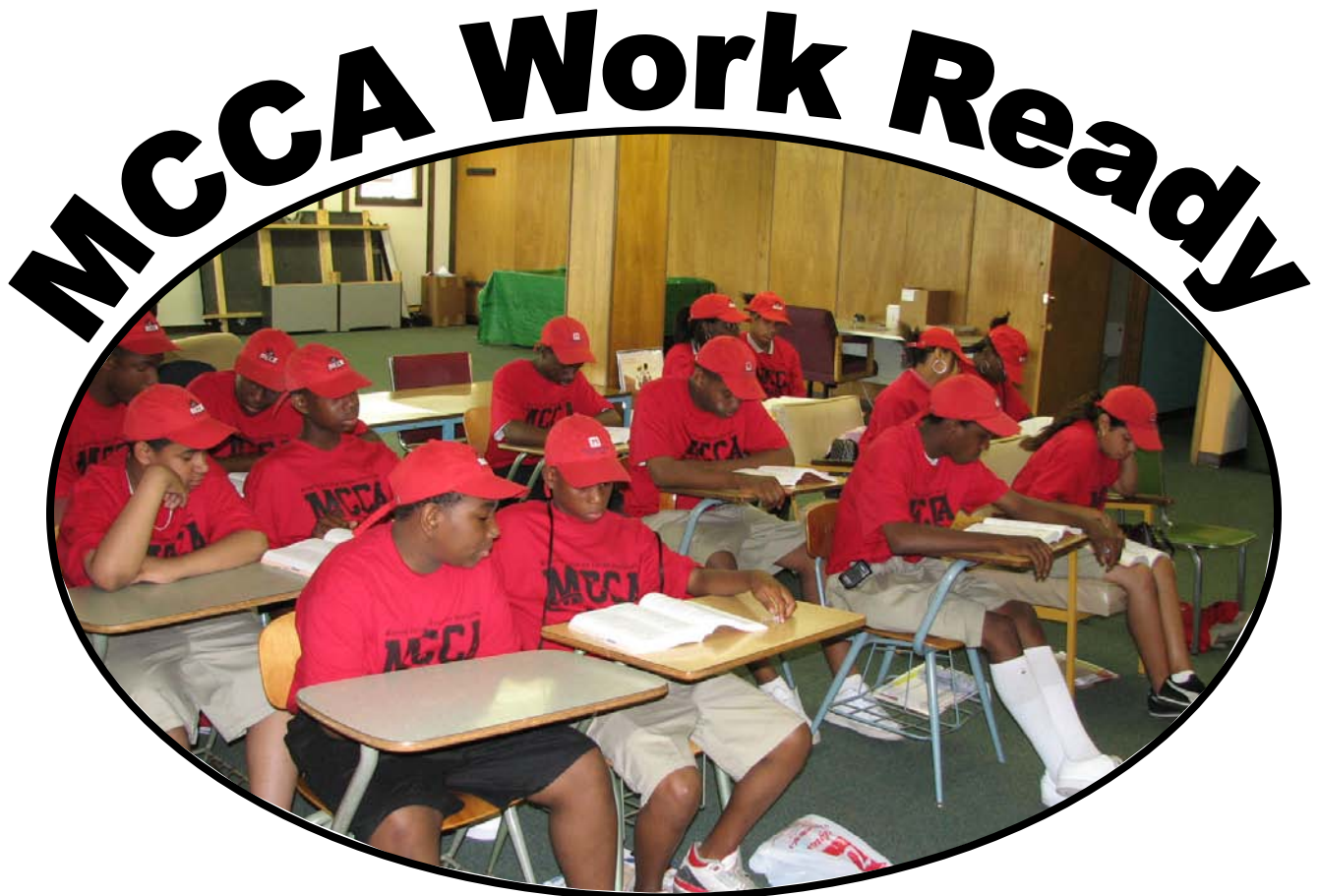
Part 1: Life Skills

Part 2: Job Readiness

Part 3: Finding a Job

Part 4: Visiting Potential Employers

Part 5: Working Well with Others



“BUILDING FUTURE LEADERS”

MINORITY CHRISTIAN COACHES ASSOCIATION

Teen Education and Enrichment Programs

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MCCA
Sports
Ministry



MINORITY CHRISTIAN COACHES ASSOCIATION

Teen Education and Enrichment Programs

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MCCA Work Ready Certificate Program			
Part 1 Life Skills	Level 1 Student	Level 2 Student	Level 3 Student
Healthy Relationships	X	X	X
Good Hygiene Habits	X	X	X
Anger Management	X	X	X
Time Management	X	X	X
Learning to be Accountable	X	X	X
Part 2 Job Readiness	Level 1 Student		
Assessing Your Personal Skills	X	X	X
Communicating With Others	X	X	X
Benefits of Working	X	X	X
Volunteering and Internships	X	X	X
How to Write a Resume	X	X	X
Part 3 Finding a Job		Level 2 Student	
Attending Job Fairs	NA	X	X
Searching for Employment	NA	X	X
Part 4 Visiting Potential Employer		Level 2 Student	
Dressing For Success	NA	X	X
Filling Out an Application	NA	X	X
Interviewing	NA	X	X
Part 5 Working With Others			Level 3 Student
Learning Your Job	NA	NA	X
Working with a Team Concept	NA	NA	X
Ethics in the Work Place	NA	NA	X

Teen Education and Enrichment Programs

Part 2 Job Readiness:

Workshop 6: Assessing Your Personal Skills

Workshop 7: Communicating With Others

Workshop 8: Benefits of Working

Workshop 9: volunteering and Internships

Workshop 10: How to Write a Resume

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Part 2

Job Readiness

Workshops # 6

Assessing Your Personal Skills

- A. Assessing Your Personal Leadership Skills
- B. Developing a Positive Mental Attitude
- C. 15 Personal Skills You Need on the Job

Workshops # 7

Communicating With Others

- A. Communicating Skills-Start Here!
- B. How to Improve Communication
- C. Non-Violent Communication

Workshops # 8

Benefits of Working

- A. Why Teens Should Work Retail
- B. 5 Reason Why Teenagers Should Have an After-School Job
- C. Teenage Work Ethic

Workshops # 9

Volunteering and Internships

- A. Gain Work Experience Through Volunteering
- B. Volunteering
- C. Finding a Summer Job or Internship

Workshops # 10

How to Write a Resume

- A. Resumes for Teens
- B. Seven First Time Resume Concerns
- C. How to Address Your Background
- D. Resume Template for Teens

Teen Education and Enrichment Programs

Part 2 Job Readiness: Workshop #9

Volunteering and Internships

- A. Gain Work Experience Through Volunteering
- B. Volunteering
- C. Finding a Summer Job or Internship

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Volunteering and Internships

Gain Work Experience Through Volunteering

It does not have to be a difficult challenge to gain work experience when so many companies like to hire potential employees who already possess the necessary work skills for a particular type of work. Work experience can easily be pursued and achieved through volunteering which is available in practically every community across the nation. What type of experience you wish to gain can easily be sought through information provided by private and public organizations that are always in need of volunteers, whether they are charities, museums, or social clubs.

Many places requiring volunteer help mention what positions they have open on their websites if they have a site. They usually provide contact information like an email address or phone number. Once you contact the organization they will usually request some information regarding your interest in the organization as well as what area of volunteer work you want to do. It is perfectly okay to admit you want to gain some work experience through doing volunteer work, as many organizations serve to help others in the community develop their talents and skills.

Whether the experience you want to gain is office skills, working with the public, or some other type of skill, this is something that can eventually go on your professional work experience resume. Most organizations, especially charities, will provide you with a mentor to show you their work methods and procedures in several areas. Depending on where help is needed the most, it helps to be open to learning skills you did not originally plan on learning in doing volunteer work for. This can be an asset for you on your professional resume when employers see what other duties you were responsible for outside of your planned area of interest.

Once you have found a niche of where you want to gain experience in, show the organization you are doing volunteer work for your enthusiasm and willingness to work hard. Both you and the organization are getting something out of doing the volunteer work. Many organizations offer benefits to volunteers such as docent memberships if they are local museums. Being a member of an organization is another added bonus to any resume as many employers will ask if you have any involvement with local community activities.

Volunteering and Internships

Keep a record of how many hours you do volunteer work for, including the dates started. This should also be included on any professional resume. List any names of people you worked with as references. With volunteer work experience under your belt, it will be easy to get the perfect dream job you've always wanted to have.

Adapted from:

http://www.associatedcontent.com/article/1363269/gain_work_experience_through_volunteering_pg2_pg2.html?cat=48

Volunteering and Internships

Volunteering

You've probably walked past people who are living on the streets or know a family that's having a tough time in the current economy. Perhaps you've seen news reports about people who need assistance after a natural disaster. Maybe you want to protect forests from development or rivers from pollution.

Volunteering gives you an opportunity to change lives, including your own. If you're feeling frustrated or overwhelmed by the news of a disaster, volunteering to help can be a great way to cope. If you'd like to support a cause but can't afford to donate money, you can donate your time instead.

Helping others in need is such an important part of the American way of life that many high schools require their students to spend a certain number of hours volunteering in order to graduate.

So how do you go about it?

Find What's Right for You

Unlike school, with volunteering you get to pick what really interests you and who (or what) is most deserving of your time. Need some ideas to get you started? Here are just a few:

Help kids learn and grow. Become a Big Brother or Big Sister, camp counselor, or volunteer for an after-school sports program. Special Olympics games and events are great ways to get to know special-needs kids.

Give back over the holidays. Serve Thanksgiving dinner to the homeless, volunteer at your local food bank, or distribute toys to kids. Your church, temple, mosque, or other place of worship also may be able to use your help.

Play with pets at a local animal shelter. Most shelters depend on volunteers to keep the cats and dogs happy and well exercised. (And when you're walking rescued dogs, you get a workout too.)

Volunteer for a political campaign. If you're interested in politics, it's a great way to find out how things work on the inside. Even if you can't vote, you can still work to get your candidate elected — whether it's the president of the United States or your town mayor.

Volunteering and Internships

Help the environment. Join a conservation group and help out with river preservation. Take part in a local park cleanup day. You don't have to be an outdoorsy type — if you can't picture yourself hauling trees up a hill, you could help out in a park office or education center.

Support a health-related cause. Lots of us are close to people who have a medical problem (like cancer, HIV, or diabetes, for example). It can feel good to donate your time to an organization that raises money for research, delivers meals, or offers other help to people with an illness.

If you have more than one thing you love, find a way to combine the two. For example, if you love kids and are great at arts and crafts, visit your local children's hospital and offer to lead art activities for young patients.

Find What Fits Your Schedule

Once you've found something that inspires you, decide how much time you want to spend. Local organizations (like hospitals or shelters) often like volunteers to give them a set amount of time every week or two.

But what if school, sports, or other commitments prevent you from devoting time every week? Many large organizations (especially those related to the environment or finding cures for diseases) have daylong activities. These include walkathons, bike rides, cleanup days, or building homes for those in need.

You can also spend a week, month, or even a whole summer volunteering through a structured internship or "alternative spring break" program. The advantage of these is you get to immerse yourself in the activities and feel a real sense of achievement when you see the results. Because you spend a lot of time together, most people who work on long-term volunteer projects form close friendships. Sometimes you get to travel, and the organization may pay your travel and living costs.

Expand Your Mind

Volunteering is a great way to learn new skills — from working as part of a team to setting and reaching goals. It gives you a chance to discover what kinds of things you're best at and enjoy the most. A volunteer job that you love can even help shape your ideas about your career goals.

Volunteering and Internships

Volunteering also can provide you with a sense of responsibility because people really depend on you. And it can help you develop a new understanding of people who are different from you — people with disabilities, people in financial distress, sick kids, or the elderly.

Feel Good

Donating your time is a great way to feel like you have the power to change things for the better. When people depend on you, it can change the way you look at yourself. You can feel proud of the goals that you've achieved for an organization — whether it's helping to organize a 10K to raise money for breast cancer or running the race itself.

Volunteering is also a great way to get a perspective on your own life. Sometimes it's easy to get consumed by worries about your grades or the fight you had with your friend or parent. And although these things are very important in their own way, sometimes it can be helpful to get some distance and think about other things. Volunteering allows you to do this. It lets you focus on others and see that your involvement in the world can be meaningful.

Finally, volunteering can help save you from being bored — it gives you a place to be where you can have a good time and keep busy.

Look Good

When you donate your time to a cause you care about, it looks impressive on college or job applications. That's not the main reason for volunteering, of course — if you do it just to please other people or to look good you may not enjoy it. But volunteering does show others (and yourself!) that you are reliable enough to make a commitment and show up on schedule.

Volunteering also shows employers and colleges that you believe in making the world a better place — and that you're willing to sacrifice your time and energy to do it.

Where Do I Sign Up?

After you've decided what you're interested in and how much time you can devote, it's time to find out where you can volunteer.

You have several choices. You can search the Internet or look in your local phone book under "volunteer."

Volunteering and Internships

You can call an organization directly and ask if they need volunteers in your area. You can ask friends or relatives for ideas and contacts or look on bulletin boards in your library or in bookstores. It's worth spending the time up front to identify a job that's a good fit for you.

When you're calling an organization to offer your time, it's best to ask for a volunteer coordinator. Be ready to answer some questions, like:

Why do you want to volunteer for our organization?

What do you know about our organization?

How many hours a week will you be able to volunteer?

What are your interests?

Do you have any special skills?

Do you have a way to get here?

Most places will ask you to come for an interview, which is usually pretty casual. They want to talk to you face to face and if they haven't yet asked the questions above, they will do it at the interview.

Whether your interview is on the phone or in person, don't forget to ask questions of your own. For example:

What will be expected of me if I volunteer here?

What kind of training will I receive?

How many other volunteers are there?

How many hours do you expect me to volunteer each week/month?

You might even want to ask if you can observe some other volunteers in action to get a feel for the work before you commit.

If it's a good fit — meaning you like the organization, they like you, and you like the work — volunteering can be an incredible experience

Adapted from:

http://kidshealth.org/teen/school_jobs/jobs/volunteering.html#

Volunteering and Internships

Finding a Summer Job or Internship

Thinking about a summer job? This year, as more people compete for fewer openings, you'll need to start looking early, do your research, and apply to more positions. So it's more important than ever to have a job search plan.

What's the Right Job for Me?

To find a job that's right for you, make a list of your interests and strengths, as well as your dislikes and the things you need some improvement in, and keep them in mind as you look for a job. For example, if you love books or writing, a job in a bookstore or library might be perfect for you. But if little kids drive you crazy, a babysitting job may not be ideal.

A job or internship should be about learning as well as making money. Try to find something that can help guide you toward your long-term goals. For example, if you want to study veterinary science in college, finding a job in a vet's office or animal shelter, or even a pet store, may be better choices for you than working in a restaurant.

As jobs become harder to find, you may have to take whatever's available — and that's OK. Learning to readjust goals and priorities is another important life skill. Just try to find some aspect of the work that you love and can learn from.

Where Should I Start?

Prepare a Resume

A good résumé is your best job-hunting tool. Unlike an application form, which you only fill out when you apply for a particular job, you can hand résumés out to relatives, friends of the family, teachers, and other people you know. Talk to your school counselor for advice on preparing a résumé.

Find Job Leads

For job listings, check out online teen job sites or the classified ads section of your local newspaper. Lots of online sites let you search by zip code for job opportunities in your area.

Of course, some of the job listings you'll see — like those that claim you can make thousands of dollars a week working at home — may be too good to be true. Be sure the job ad mentions what the work entails (e.g., "server, evenings and weekends" or "day camp counselor").

Volunteering and Internships

Local environmental organizations: Get involved in a river cleanup or help the National Park Service maintain hiking trails in your area.

Internships: Some companies and businesses offer bright students short-term, hands-on training in exchange for a willingness to learn and work hard. A few internships even pay, although the point of internships is usually to get work experience, not earn money.

If you do well at your internship, you may be offered a full-time job next summer or even an ongoing part-time job. Internships can also provide you with valuable references that can help you to land future jobs.

Start by asking adults you know — your parents, their friends, your pastor, your school counselor — if they know of any internships in your area. If you're willing to work for free, you may be able to create your own position at a family member's or friend's company. Or, check out the websites of companies in your area to see if they offer internships.

Staying Safe

Online Job Searches

When searching for jobs online, be sure to keep a parent or other adult informed of what you're doing. If you decide to apply for a position you find online, run it by a parent or school counselor first — and definitely don't go for an interview without involving an adult. Unfortunately, a tough economy can mean more online scams.

Jobs to Avoid

Some jobs just aren't right for teens. Jobs that involve working alone late at night can put someone at risk for muggings or assaults, particularly people who are young and inexperienced. The National Consumers League warns teens to avoid working in farm fields or with agricultural processing equipment, landscaping or lawn service jobs, construction jobs, jobs that involve driving or operating heavy equipment, and jobs that involve door-to-door sales.

Know the Law

Federal and state laws limit the number of hours teens can work. For summer employment (when school is not in session), the federal government does not allow 14- and 15-year-olds to work before 7 a.m. or after 9 p.m., and they cannot work more than 8 hours a day or 40 hours a week. You can find out your state's laws and curfews (times when teens are not allowed to work) by calling your state department of labor. If you know your curfews and mention them when interviewing for or starting a job, your boss can keep them in mind when he or she schedules your start or quitting time.

Volunteering and Internships

Getting There

If you don't have your license or access to a car, be sure your job is within walking distance or on a regular bus route. If you drive, leave a few minutes early — especially on the first couple of days you're working — to be sure you arrive on time without feeling pressured.

The Interview

What do job interviewers look for? It's not just previous work history or unique skills that matter at the interview. Interviewers want to hire candidates who are smart, who think quickly and clearly, and who can express themselves and communicate well — regardless of work experience. Both your attitude and your appearance affect your chances of getting the job you want, especially when the job market is super competitive.

Here are two things to remember:

Dress the part. When you head out for your interview, avoid looking too casual. That means no sandals, jeans, or cutoffs. Even if you'll be scooping ice cream behind a counter, it helps to look professional for the interview. Not sure how to dress? Ask a parent or adult.

Do your research. You know what you want — a job. But what does the company want from you? You might not know many details about the position until you interview, but you can prepare by researching the company itself. Go online and learn everything you can about the organization, from its corporate mission (the company's purpose and what it's trying to achieve) to what customers say about its products or services. Then use what you learn when answering the interviewer's questions.

Why Get a Summer Job or Internship?

Summer jobs and internships (whether they're paid or not) are a great way to prepare for life after high school or for college. The skills you learn early on will help you develop the professional talents you'll need throughout your life. These include basic but important skills like customer service or working with people who may be very different from the friends you hang out with.

Work experience can also help you feel good about yourself. The self-esteem and self-confidence you can develop at a job or internship will come in handy when you're ready to interview for college or a job after high school

Adapted from:

http://kidshealth.org/teen/school_jobs/jobs/summer_job.html#