



Randall L. Woodfin,
Mayor
"Putting People First"

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CITY OF BIRMINGHAM
MAYOR'S OFFICE
DIVISION OF
YOUTH SERVICES
YOUTH FIRST



STUDENT WORKERS
REAL WORLD, REAL
RIGHTS



Galvin K. Billups,
Executive Director
1608 7th Ave. North
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P: 205-320-0879
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www.bhamyouthfirst.org

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Summer Executive & Explorer Internship (SEI) Program

PROGRAM OVERVIEW

The SEI Component of Kids & Jobs consists of an Executive Program and an Explorer Program. The **Executive Program** provides students from 16 to 21 years of age with a unique opportunity to establish a foundation for their career path. The **Explorer Program** provides students from 16 to 21 years of age with an introduction to the workforce and a chance to explore one of the various professions offered. Prior to placement in either program, the Division of Youth Services provides job training to help program participants sharpen their professional skills. The benefits of the SEI Program are unlimited. Students who qualify for the program are provided with valuable work experience and companies gain much needed summer help.

CRITERIA

	EXPLORER PROGRAM	EXECUTIVE PROGRAM
Participant Age	16 – 21 years old	16 – 21 years old
Internship Type	An introduction to the workforce and a chance to explore one of the pre-identified sites	A unique opportunity to establish a foundation for your desired career path
Participation Criteria	Completed Explorer Program Application	Completed Executive Program Application
	Official transcript verifying a 2.5 GPA	Official transcript verifying a 3.0 GPA
	A current resume	A current resume
	Two completed recommendation forms <ul style="list-style-type: none"> School Official Verification of Community Service or Extracurricular Activities 	Two completed recommendation forms <ul style="list-style-type: none"> School Official Verification of Community Service or Extracurricular Activities
	Applicants will have to complete an interview with DYS	Applicants will have to complete an interview with DYS

Executive Program and Explorer Program applicants must live in the City of Birmingham and be between 16 and 21 years of age. Applicants must meet specified GPA requirements.

APPLICATION PROCESS

Applications are available on-line at www.bhamyouthfirst.org and www.wbrc.com. Applications will be accepted at the DYS office located at 1608 7th Avenue North in downtown Birmingham, **March 4 – April 5, 2019**, Monday - Friday from 9:00am - 5:00pm. **The deadline to return application packets to DYS is 5:00pm on April 5, 2019.**

FOR MORE INFORMATION

For more information, contact the Mayor's Office Division of Youth Services at (205) 320-0879.



City of Birmingham Mayor's Office Division of Youth Services 2019 FOX6 KIDS&JOBS

SEI (EXECUTIVE & EXPLORER) PROGRAM Checklist

Application packets for the 2019 Kids & Jobs SEI Program should be hand-delivered to the Mayor's Office Division of Youth Services' office located at 1608 7th Avenue North, in downtown Birmingham. **The deadline to submit application packets is 5:00 pm on Friday, April 5, 2019.**

Please make sure that your application packet includes the following information:

- Completed Application**
- Career Exploration Questionnaire**
- Current Resume (Sample Resume is included with instructions)**
- Current / Most Recent Official Transcript verifying a 3.0 GPA for Executive Program and a 2.5 GPA for Explorer Program**
- Two (2) Recommendation Forms:**
 - *One from a school representative (i.e., teacher, counselor, or administrator)*
 - *One from a representative in your community (i.e., neighborhood officer, church pastor, civic leader, etc.)*
- Digital Questionnaire**

Only completed application packets will be accepted for consideration. If you have questions about the information required for the 2019 Kids & Jobs Executive and/or the Explorers Program, contact the Mayor's Office Division of Youth Services at (205) 320-0879.

Emailed or faxed applications will **NOT** be accepted.
Mailed copies must **reach** DYS by April 5, 2019, **NOT** postmarked.

CITY OF BIRMINGHAM
MAYOR'S OFFICE
DIVISION OF
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YOUTH FIRST

FOX6
Kids & Jobs

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EXECUTIVE & EXPLORER Internship Application

I am applying for:

- EXPLORER (2.5 GPA)** **EXECUTIVE (3.0 GPA OR HIGHER)**

[PLEASE TYPE OR PRINT]

Submission Date: _____

Name: _____
(First) (Middle) (Last)

Date of Birth: _____ Age: _____ Gender: _____
(Month/Day/Year)

Street Address: _____

City/State/Zip: _____

Phone#: _____ Alternate Phone#: _____

E-Mail Address: _____

In case of an emergency contact: _____ Phone#: _____

EDUCATION

SCHOOL NAME	SCHOOL ADDRESS (INCLUDING CITY, STATE & ZIP CODE)	CURRENT GRADE POINT AVERAGE (GPA) (cumulative)	LAST GRADE COMPLETED OR LAST YEAR IN COLLEGE
(HIGH SCHOOL NAME)			
(COLLEGE NAME)			

Beyond personal preference, is there a reason why you **could not** or **should not** work with children?

YES NO



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Internal Office Use Only

Date Received: _____

Received by: _____

Interview Date: _____

Interview Time: _____





EXECUTIVE & EXPLORER Program ESSAY QUESTIONS

Questionnaire

Please explain why you should be selected for the SEI Program *(attach additional pages, if needed)*.

List the types of career fields in which you would like to be placed for the 2019 Kids & Jobs Executive Internship Program and explain in detail why you chose this field ***(EXECUTIVE PROGRAM APPLICANTS ONLY)***.

1)

2)

3)



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EXPLORER & EXECUTIVE Recommendation Form

Galvin K. Billups, Executive Director
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 www.bhamyouthfirst.org

Kids & Jobs applicants should print this recommendation form and give it to a school official and community representative to complete on their behalf. Adults who receive this form should complete it and return it to the student to include in their application packet **on or before April 5, 2019**. For more information, call DYS at 205-320-0879.

[Please Type or Print]:

Student's Name: _____

Recommended By: _____

Position/Title: _____

Address: _____

Phone: _____ Alternate: _____

E-Mail: _____

Signature: _____ Date: _____

**Please indicate how you would rate the applicant in the areas listed below.
 Please place a check in the box that applies.**

	Excellent	Good	Average	Weak	Poor
Ability to cooperate with others					
Ability to make good decisions					
Ability to think critically					
Ability to follow directions					
Ability to work independently					
Ability to work in group related activities					
Ability to complete school work on time					
Leadership skills					
Creativity					
Conduct					

Additional Comments (Use the back of this form if additional space is needed):



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Ability to work in group related activities					
Ability to complete school work on time					
Leadership skills					
Creativity					
Conduct					

Additional Comments (Use the back of this form if additional space is needed):

Sample Resume

Jamie Doe
1608 7th Avenue North
Birmingham, AL 35203
(205) 320-0879
Email: jamie.doe@spps.org

Education Highland Park Senior High, class of 2008 (3.8 GPA)

Experience

St. Paul Public Library—University Branch (June 2005-present)

- Maintained library database on checked-out materials.
- Coordinated volunteer program for Story Time.
- Organized card catalog to incorporate new materials.

National Honor Society (2003-present)
Participated in several volunteer activities, including: building a house for Habitat for Humanity (50 hours), collecting food for the St. Paul Food Shelf (80 hours), and organizing the Honor Society Induction Ceremony.

Activities

- National Honor Society (2003-present)
- French Club (2002-present)
- Cross Country (2002-present)
- Piano lessons (10 years)

Awards

- A Honor Roll
- Outstanding French Student, 2004
- Volunteer of the Year, 2005

References
Available upon request.

Contact Information: should be at the top of your resume—include name, address, phone number, and e-mail (if you have it). Separate it out by centering it and making it bold. If you have a college address separate from a home address, use both

Education: include graduation date and GPA

Formatting Experiences: (2 options)

1. Heading line (include title and dates) followed by bulleted list—see Work Experience as example.
2. Heading line (include title and date) followed by narrative list—see Volunteer Experience as example.

Other Resume Writing Tips:

Writing About Experiences

Regardless of style, begin each phrase/sentence/ bullet with an *active verb*. See the examples to the left: maintained, coordinated, organized, participated, assisted, planned, developed, prepared, implemented, etc.

Headings The expected headings would be: education, experience (work or volunteer), but the others are up to you. Use the ones that work best. Other possibilities: skills, additional experience, related experience, leadership experience, research experience, writing experience, computer experience, objectives, leadership, related coursework, work experience, volunteer experience, anything that fits your qualities.

General Formatting You should have 1-inch margins, 8.5 x 11 paper size, major headings (like 'Education') on the left, then indent with additional information below—for example, notice how National Honor Society is lined up below St. Paul Public Library. Use a traditional font (Times New Roman, Arial, just not cursive...) at 12-point size. It should all fit on one page. Remember, it needs to be easy to read—keep it simple and organized!

Other things to remember:

- proofread, proofread, proofread!
- Check for punctuation and spelling.
- Check for format and style consistency.
- Show your resume to a friend, parent, teacher, or mentor.
- Use resume weight paper
- Pick a light, neutral color, like white or ivory.
- Get matching envelopes and paper for cover letters if needed.



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EXPLORER & EXECUTIVE Digital Questionnaire

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***Your answers WILL NOT affect your hiring, but they help us plan how to share more job opportunities with you. Please answer!**

How did you learn about the Kids and Jobs program?

- My teacher
- My school counselor
- My friend/relative
- On TV
- On radio
- Other _____

Which of the following items do you or someone else in your family have in your home?

- Television set
- Tablet (such as iPad, iPad Mini, Galaxy Tab, Nexus tablet, Kindle Fire, or similar product)
- Smartphone (such as iPhone, Galaxy, Nexus or other phone that connects to the Internet)
- Video game player (such as X-Box, Wii, Playstation)
- DS, Game Boy, LeapPad, or similar portable game player
- e-reader (such as Kindle or Nook)
- Desktop computer
- Laptop computer

How do you connect to the internet (check all that apply)

- On my phone - I need to use wifi
- On my phone - I have a data plan
- At school on a computer or ipad in a computer lab
- At school on a computer or ipad in my classroom
- At home on a computer connected to my home wifi
- At a friend's house, on his/her computer
- At the library on a computer
- At an after school or summer program (which one _____)
- Other

How often do you use the internet (go online)?

- Every day
- 1-3 days per week
- 4 or more days per week

What are the main things you do online?

- Message friends
- Stream music or video
- Check or post to social media
- Check or send email
- Do school work
- Look for a job
- Do things related to applying for college.
- Read the news
- Play games
- Shop
- Browse the web
- Watch shows or movies

What is the main way you communicate with your friends?

- Voice call (mobile)
- Video call (like FaceTime, etc) (mobile)
- SMS/Text
- Email
- Instant messaging
- Gaming sites

