



SAN FRANCISCO YOUTHWORKS

CAREER MENTOR APPLICATION

Thank you for your interest in career mentorship with San Francisco YouthWorks. The guidance, support, and educational opportunities offered by our mentors are key to the success of our participants.

WHAT IS SAN FRANCISCO YOUTHWORKS?

YouthWorks is a career exploration program for high school students that place youth in internships with career mentors in San Francisco city government departments. By exposing youth to career and skill building opportunities with supportive mentors YouthWorks promotes their development and career success.

WHAT ARE THE BENEFITS OF YOUTHWORKS CAREER MENTORSHIP?

- YouthWorks mentors have the chance to provide the type of mentorship they themselves received during their development.
- YouthWorks mentors are a part of the solution in the San Francisco community. Being a mentor provides positive and constructive opportunities for young people.
- YouthWorks interns are bright and productive and can make a positive contribution to the department.
- YouthWorks mentors are a part of their intern's growth and development and often have a huge impact on their future achievement.
- Young people provide youthful energy and curiosity which can enliven an office and remind us all that we are only as old as we feel.
- YouthWorks does all the administrative work! YouthWorks mentors don't need to worry about interviewing, employment related paperwork, worker's compensation, or payroll processing. As the employer of record, YouthWorks handles all of these things allowing mentors to focus on the opportunities they are offering.
- YouthWorks offers ongoing and consistent support! YouthWorks mentors aren't alone, a staff person works with them to place appropriate interns, monitor the internship, and provide technical assistance.

WHAT DOES SAN FRANCISCO YOUTHWORKS PROVIDE TO PARTICIPANTS?

- Paid internships in (currently \$9.36/hr in accordance with the San Francisco Minimum Wage Ordinance)
- Opportunities to explore a career in city government and gain importance skills
- Pre-Employment Training, Career Development Workshops, and other youth focused activities
- Ongoing monitoring and support from Placement Specialists
- Leadership opportunities through the YouthWorks Youth Leadership Team

HOW DO I BECOME A YOUTHWORKS MENTOR?

To become a YouthWorks mentor you need to complete the following steps:

1. Fill out YouthWorks Career Mentor Application and turn it in to YouthWorks
2. YouthWorks staff reviews application and schedules appointment to orient new mentor and learn more about their worksite
3. New mentor is oriented to the program at their worksite and is given a YouthWorks Mentor Handbook
4. New mentor attends a YouthWorks Mentor Training (either before they start mentorship or during)
5. YouthWorks staff places a new intern during designated placement periods

HOW DO I GET MORE INFORMATION ABOUT YOUTHWORKS?

For more information about YouthWorks Mentorship or if you have any questions, please do not hesitate to contact us at (415) 202-7911 or by email at Information@SFYouthWorks.org. Also visit us online at www.SFYouthWorks.org.



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INSTRUCTIONS: Fill out this *Career Mentor Application* completely and in detail. We will use this application to determine if your worksite is appropriate for a YouthWorks intern and to make an appropriate placement.

GENERAL CONTACT INFORMATION:

Career Mentor Name: _____

Note: Career mentor should be the primary person who will work closely with interns on a daily basis

Additional People Who Will Work With Intern: _____

City Department: _____

Division/Section: _____

Worksite Address: _____

Additional Worksite Locations: _____

MUNI Lines That Service this Worksite: _____

Telephone: (____) _____ Fax: (____) _____ E-Mail: _____

Indicate Preferred Contact Method: Telephone E-Mail

MENTORSHIP EXPERIENCE:

Have You Previously Mentored YouthWorks Interns? Yes No

Indicate Number of Interns Mentored and When: _____

Office Hours: Mon – Fri: _____ Weekends: _____

Note: YW interns cannot begin working until afterschool, usually after 3pm

Indicate How Many Interns You Would Like to Mentor: 1 intern 2 interns

Describe your experience working with youth including all mentorship, teaching, coaching, parenting, etc:

MENTORSHIP GOALS: *Good mentors define their mentorship goals to help them plan out how they will be achieved. In addition, by defining their goals, good mentors can better match them with those of their intern.*

Please list your mentorship goals, or what you would like to achieve by mentoring a YouthWorks Intern:

PLACEMENT INFORMATION:

Please check off the skills you would like your intern to have:

(Keep in mind that YouthWorks is the first employment experience for many participants)

- | | |
|---|---|
| <input type="checkbox"/> Computer Skills (including data entry) | <input type="checkbox"/> Writing Skills |
| <input type="checkbox"/> Customer Service Skills | <input type="checkbox"/> Experience using office equipment |
| <input type="checkbox"/> Ability to File | <input type="checkbox"/> I am flexible about intern's skill level |
| <input type="checkbox"/> Math Skills | |



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DAY TO DAY MENTORSHIP & SUPERVISION: *Good mentors understand that the learning process can be facilitated through everyday tasks. However, they also understand that these everyday tasks need to be part of a larger mentorship plan to be truly effective in imparting knowledge and experience.*

My intern will perform the following tasks during their internship at my office (list all tasks in detail):

Through the tasks listed above, I will teach my intern the following about my job, career, and department:

SPECIAL PROJECTS: *Good mentors use special projects to enhance the learning that occurs through everyday tasks. Good mentors are also creative about the special projects they assign and are sure to make them meaningful.*

My intern will complete the following special projects during their internship (provide detailed explanation and potential completion date if applicable):

ONGOING MONITORING AND EVALUATION: *Good mentors understand the importance of evaluation in helping their intern monitor their progress. Good mentors also know that by checking in regularly, they allow their intern to learn from their mistakes.*

I will check in with my intern using the following regular schedule (check appropriate box):

- Weekly
- Bi-weekly
- Monthly
- Other, please indicate: _____

Please indicate how you will check in and evaluate your intern:

ADDITIONAL INFORMATION: *Providing any relevant additional information will help YouthWorks better match an intern with your worksite. Please be sure to include anything in this section that will help that process.*

Please provide any additional information about the internship you will offer to a YouthWorks intern:



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SIGNATURE AND CONSENT:

By signing below you are indicating acceptance of and adherence to all YouthWorks Mentor Policies including:

- Commitment to attend 1 Mentor Training per program year
- Commitment to remain in contact with YouthWorks Placement Specialists, making sure to inform them of any workplace issues, successes, or problems you may have with your intern.
- Commitment to uphold all YouthWorks policies and procedures detailed in the YouthWorks Mentor Handbook
- Commitment to provide varied skill building activities and tasks for your YouthWorks intern

Mentor Name (please print) _____

Signature _____

Date _____

AUTHORIZATION OF TIMESHEETS:

The following information will be used to authorize the signature of mentors on YouthWorks timesheets. Please choose two alternate signatories in your office that will be able to sign timesheets in your absence.

Name of City Department: _____

Address: _____

Phone: (____) _____

Fax: (____) _____

Primary Mentor: _____
(Print)

(Signature)

Alternate Mentor 1: _____
(Print)

(Signature)

Alternate Mentor 2: _____
(Print)

(Signature)

<p>RETURN COMPLETED MENTOR APPLICATION TO: San Francisco YouthWorks 1596 Post Street, San Francisco, CA 94109</p>	<p>CONTACT YOUTHWORKS: Phone: (415) 202-7911 Fax: (415) 563-7137 Web: www.SFYouthWorks.org</p>
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(All faxed applications must also be accompanied by the mailed original)