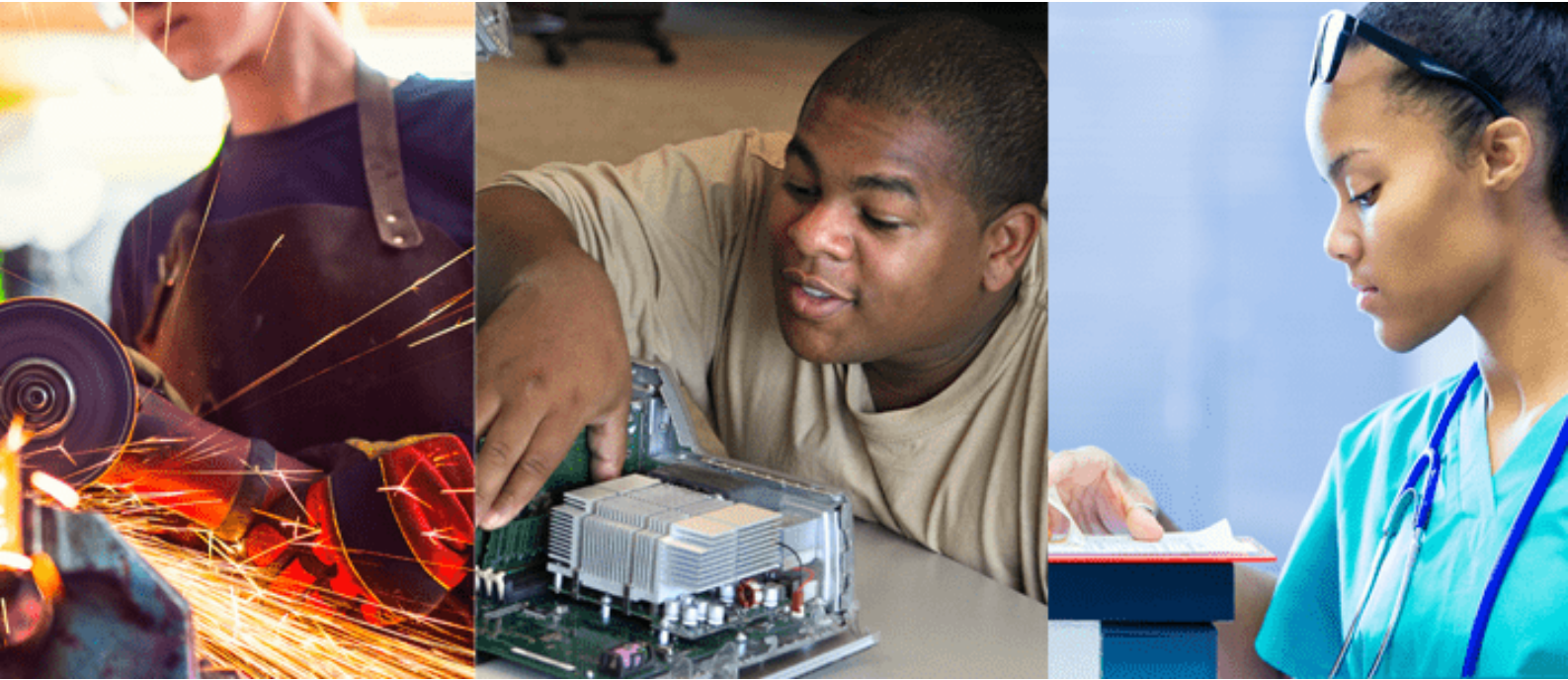


Eagle County Collaborative for **CAREER PATHWAYS**



WORKFORCE **TOOLKIT**

A guide to helping your business get involved in providing career exploration experiences and work based learning opportunities. Understand who we are and what programs and support we have to offer.



Who we are & goals

Importance of career pathways

YP365 youth groups

CareerX job shadows

CareerX internships

Apprenticeships

Which opportunity is right for you?

How to identify your needs

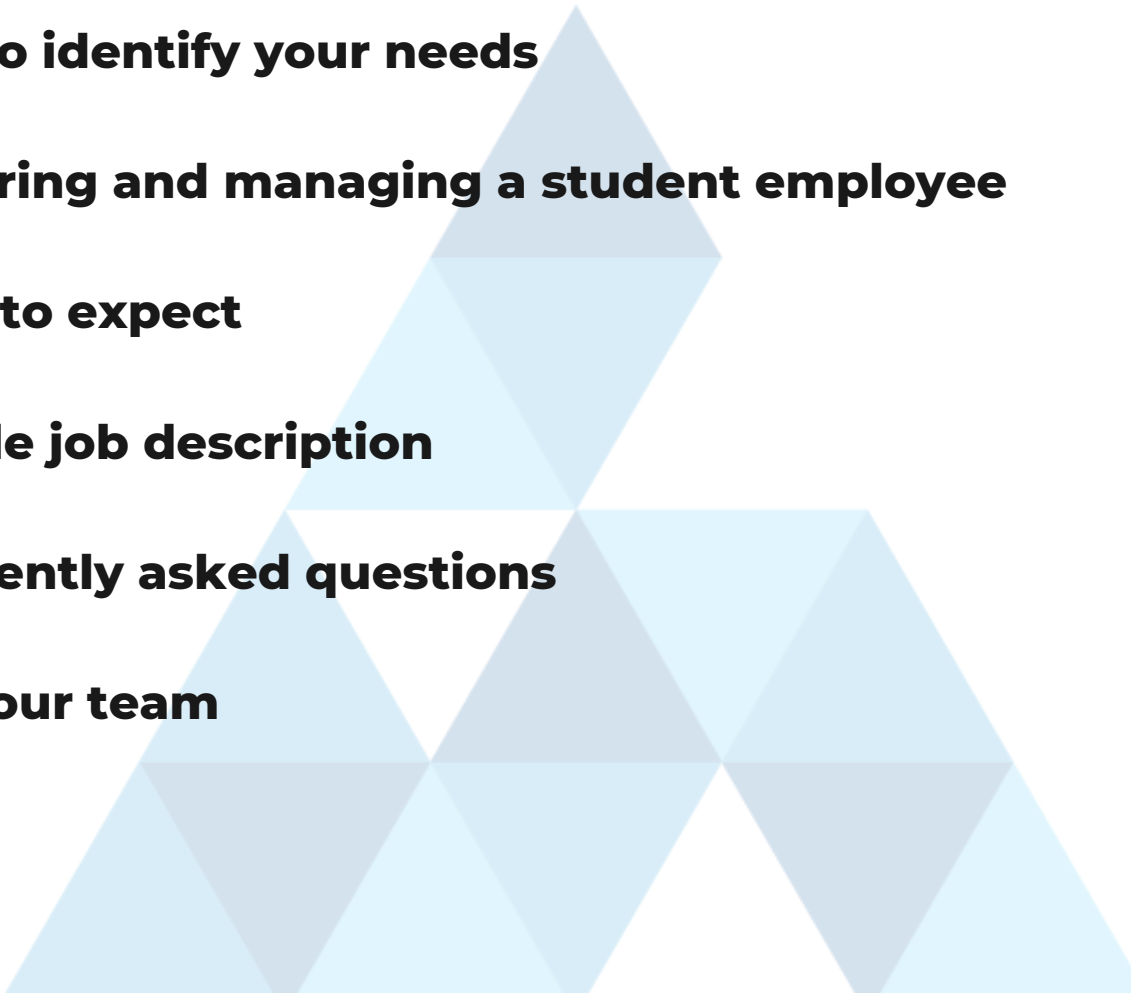
Preparing and managing a student employee

What to expect

Sample job description

Frequently asked questions

Meet our team



Eagle County Collaborative for **CAREER PATHWAYS**

WHO WE ARE

The Eagle County Collaborative for Career Pathways will support Eagle County youth grades 8-12 as they gain the knowledge, skills, and experience necessary to obtain and sustain a quality career. Developed in partnership with the Vail Valley Partnership, the regional chamber serving the Vail Valley, Eagle County School District, and YouthPower365, a 501(c)(3) Colorado nonprofit corporation, the Eagle County Collaborative for Career Pathways was created to increase education-to-employment pathways for local youth, and support students as they identify and pursue a pathway towards a career.



GOALS

- GOAL ONE: Strengthen systems that support successful career pathways for students
- GOAL TWO: Increase student readiness to pursue modern/non-college careers after high school sooner
- GOAL THREE: Increase student exploration and experiences of career opportunities

CONTACT

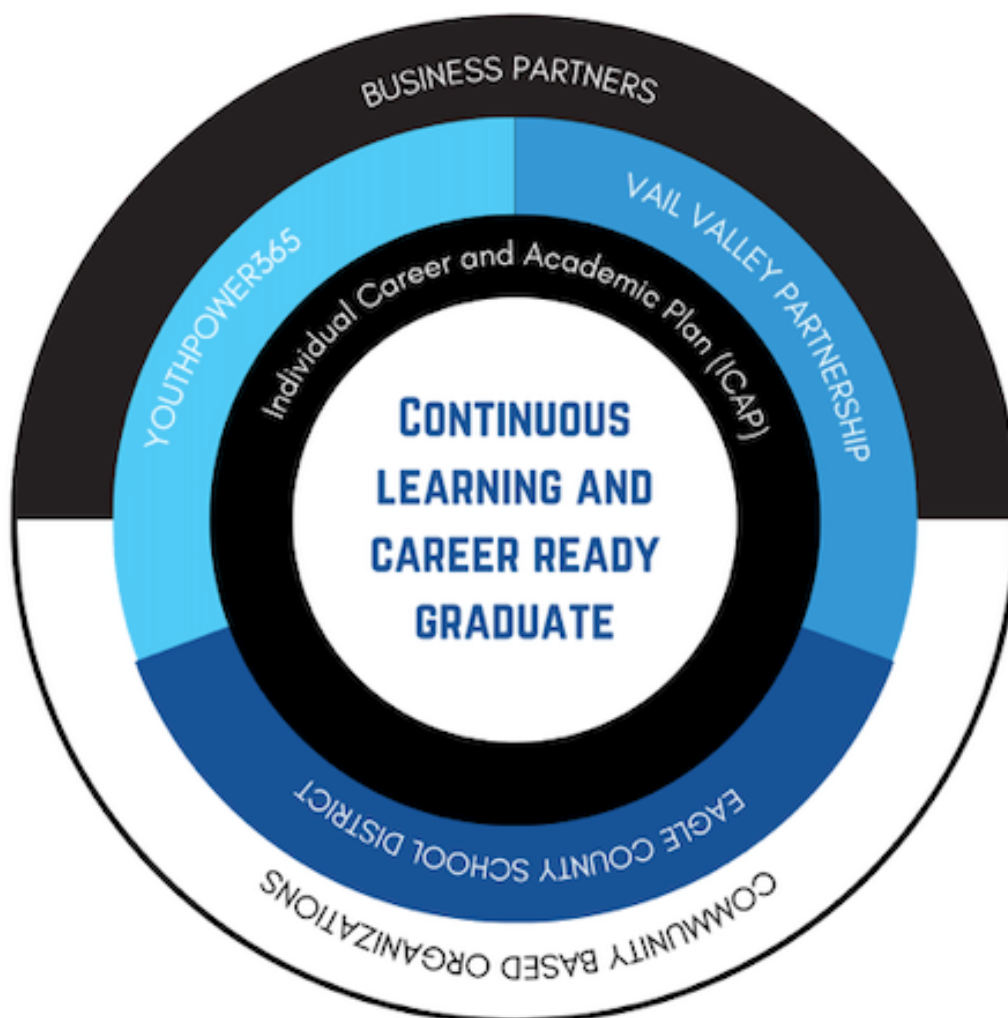
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A PROJECT OF



ECCCP recognizes the importance of growing our own talent so that Eagle County businesses can reap the rewards of accessing a qualified talent employee pipeline. We know that career pathways with a work-based learning approach will help students experience careers and build a stronger foundation of knowledge and understanding so they can begin contributing to our local workforce as soon as they graduate. All of our programs combined community organizations and our business partners will help to create this successful wholistic approach in our community.

Eagle County Collaborative for **CAREER PATHWAYS**



YouthPower365 is a 501(c)3 non-profit organization with an extraordinary history of serving youth and families throughout Eagle County.

Today, we operate programs from early childhood to college and career to help youth reach their full potential.

Our mission: To inspire, educate and empower youth and families from early childhood to college and career readiness.



Career Clubs

Students explore career interests through hands on activities, guest speakers and field trips.

- *True Crime
- *Food Truck
- *Young Health Professionals Club

P.D. Workshops

Workshops and in-class support for resume and interview prep. We also connect students with FREE interview outfits.

Career Coaching

Help students build executive functioning skills and discover new passions

Industry Certifications

Free industry recognized certifications for students looking to enhance their knowledge or have a leg up when entering the workforce.

CareerX brings Eagle County youth together with local businesses to create Job shadows and internship experiences. The purpose is to allow high school students opportunities to explore careers, learn about local businesses, and develop college and career plans that fit their interests. Offering a broad variety of internship and job shadow experiences allows students to expand their understanding of career opportunities and customize academic planning to fit career goals.

What is a Job Shadow?

Job shadows are career exploration activities that place a group of students or a single student in a workplace to interact with employees and observe the everyday operations of the business.

Why Job Shadows?

Job shadows are a chance for your business to showcase what you do. Many of our students are not aware of all of the job opportunities that your business has to offer. This is a way to inspire and motivate our students to explore deeper into your industry or understand what industries are not for them.

Job Shadow Format

- 1/2 or full day site tour
- 8-15 Students
- Bus transportation provided
- Career counselors chaperone
- Career counselors will meet with your business to help plan site tour to provide a captivating experience.



For more information on Job shadows contact one of our Eagle County School Partners located on the last page "Meet our Team".

What is an Internship?

An internship is a form of experiential learning in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections with business professional in fields they are considering as a career.

Why Interns?

Internships give employers the opportunity to create an ongoing pipeline of future talent. It allows your organization to become engaged with young talent and create relations with our local high schools.

Paid vs. Unpaid Internships?

Paying Interns is encouraged for all employers. Offering a paid internship exposes your business to a broader pool of candidates and gives you opportunity to set expectations higher and deadlines with the student.

This can be an hourly wage or given as a scholarship at the end of the Internship.

Internship Format

- 1 semester/ 60 hours
- Approx. 4 hours a week
- Create meaningful career tasks
- Provide Mentorship
- Provide letter of recommendation
- Student receives .5 school credit
- Student provides their own transportation

For more information about Internships contact one of our Eagle County School Partners located on the last page "*Meet our Team*".

What is an Apprenticeship?

Modern day youth apprenticeship is a shift in our thinking that will close the gap between education and industry. For too long the burden of educating our future workforce has fallen solely on our schools. An apprenticeship begins to address this problem by allowing our local businesses to provide students with rigorous applied learning environments where future employees gain more meaningful work experience, building a better tomorrow for everyone involved.

Apprenticeship Specifics

- 2 Year commitment
- Program begins summer (June) before Senior year
 - Year 1: 20-24 hours @ week
 - Year 2: 35 hrs @ week (Full time)
- Business Provides:
 - Mentorship
 - Competitive Hourly wage
 - Up to \$2,000 in continued education or industry certifications
 - \$1,000 for successful apprenticeship year to support the CareerWise Program

Benefits of an Apprentice



Build your own skilled and loyal workforce that has housing and first hand knowledge in how our Eagle County works.



Positive ROI based on the value of apprentices productivity while reducing turnover cost and increasing retention rates



Hire apprentices through a competitive process based on a student's aptitude and fit - no forced placements.



Increase capacity for existing staff to focus on high-value work while also creating management opportunities for your apprentices.



Create a culture that focuses on mentorship and collaboration.



For more information about apprenticeships please email Christy Beidel.

WHICH OPPORTUNITY IS RIGHT FOR YOUR BUSINESS?

Our ECCCCP team can assist you through this process and help you identify which of the following Work Based Learning experiences. The following questions will help guide you and your team to understand which opportunity is best for your needs.

- How much time do you and your supervisors have to mentor and train a student employee?
 - **No Time:** Volunteer at mock interviews or career fairs, guest speaker in a classroom or YP365 career club
 - **A Little Time:** Job shadow
 - **More Time:** Internship or Apprenticeship
- Do you have money in your budget to pay a student employee?
 - **No:** Volunteer at Mock Interviews or career fairs, guest speaker in a classroom or YP365 career club
 - **Maybe:** Job Shadow or Internship
 - **Yes:** Internship or Apprenticeship
- What does your organization hope to achieve?
 - **Give back to my community:** Volunteer at Mock Interviews or career fairs, guest speaker in a classroom or YP365 career club
 - **Encourage career exploration:** Job Shadow or Internship
 - **Create a workforce pipeline:** Internship or Apprenticeship



HOW TO IDENTIFY YOUR ORGANIZATION'S NEEDS?

To create a mutually beneficial relationship for you and your intern/apprentice, decide what your needs are to make this experience valuable for your organization. What are your goals for bringing on an intern/apprentice?

- What kind of projects continue to stay on the back burner?
- Do you only need additional staff for the busy season?
- Do you have any open full time positions that a high school student could be trained to do?
- What are the roles that you would like to hire in?
- How many interns/apprentices do you need?
- Who would be a good supervisor for your intern/apprentice and do they have the bandwidth?
- When do you need to hire?
- Do you have a space for your intern/apprentice to work?

WHAT TO INCLUDE IN A JOB DESCRIPTION



Developing an effective, concise and detailed description will allow you to recruit more interested and qualified applicants and avoid confusion. The description should summarize the organization, outline expected, role responsibilities, and define candidate requirements.

- Explain your organizations goals, mission, and values
- Where is the job location?
- What are the job responsibilities?
- What are the skill requirements?
- Grade/Education level
- What is the hourly wage?
- What can the student expect to learn from this job?
- Who is the hiring manager and contact info?
- How many hours are they expected to work?

Apprenticeship: Maintenance Engineer

Apprenticeship Details for a 2-year commitment:

- Schedule:
 - Year 1 – minimum of 20-24 hours/week (combination of 4-5 half days)
 - Year 2 – full time employment 32-40 hours/week (up to 5 full days)
- (Address of Business)
- Total apprentices/Interns for this position: 1
- Total apprentices at company: 4
- Work environment description: sitting / standing / walking / bending/ lifting / pushing/ operating tools and machinery
- Apprentice compensation – Year 1: \$19.00/hour
- Drug test & Background check required
- Age Requirements: You will be 16 years or older as a high school junior.

Who We Are: (Place some background information about your company and what you do)

What You Will Do:

Maintenance Engineers work to consistently provide well-maintained accommodations for our guests as well as keep the association buildings in good condition to ensure a satisfactory guest experience. They often have a broad base of knowledge in maintenance activities. Maintenance Engineers engage in preventative maintenance to keep our units and property at the highest levels of standards. They also engage in reactive maintenance to fix items when they break.

- Maintaining accommodations and association buildings by performing routine painting, plumbing, electrical, carpentry and other related maintenance activities
- Fulfill guest and owner request and document any work done with time sheet.
- Ensure all assigned work and guest areas and equipment are maintained for appearance, functionality, and safety; recommend improvements; maintain adequate parts inventory
- Perform annual preventive maintenance checks in individual units per our “Maintenance Check List”
- Assist with snow removal.
- Notify immediate supervisor concerning major repairs.
- Other duties as assigned.

Who You Are:

- **Guest Focus:** Builds enduring relationships to deliver genuine hospitality and meet the needs, wants and expectations of our guests
- **Instills Trust:** Gains the trust and confidence of others through transparency, integrity and authenticity

- **Interpersonal Savvy:** Relates openly and comfortably with diverse groups of people across levels, functions, culture and geography.
- **Ensures Accountability:** Holds self and others if appropriate, accountable to meet commitments. Does what they say they will do.
- **Communicates Effectively:** Communicates articulately through verbal, non-verbal and written means, and seeks to understand while adjusting style to meet the needs of different audiences.
- **Collaborates:** Builds enduring relationships, works collaboratively with others across departments and divisions to meet objectives
- **Being Resilient:** Adapts and rebounds from difficult situations quickly with a positive attitude.
- **Nimble Learning:** Actively pursues learning opportunities by tackling new problems and learning from successes and failures.

What You Have Done:

Applicants for this role need to have a mechanical aptitude. You like working with your hands; taking things apart and putting them back together. Applicants should be able to communicate clearly and concisely, both verbally and in writing.

What You Will Learn:

- **Equipment Maintenance/Repair:** Become proficient with maintenance, repair, cleaning, installation, and inspection of equipment and tools.
- **Problem Solving:** Able to solve problems by evaluating the facts, explore options, analyze pros and cons and execute the best solution.
- **Safety:** Learn the importance of safety in the workplace. Develop safe practices and actively pursue a mindset of safety awareness.
- **Quality Control Analysis:** Analyze the quality of your work to meet the necessary quality and performance standards; track defects, check parts and meet time standard goals. Be mindful of quality and its importance.
- **Troubleshooting:** Determine the cause of operating errors and develop possible solutions. Make small adjustments but speak with the appropriate people (e.g., supervisors, colleagues) on problems that may be more systemic (e.g., a pattern of problems or serious problems).
- **Active Listening:** Maximize learning by paying attention to what other people are saying (e.g., co-worker, supervisor). Understand occupation-specific terms and their practical meaning. Recognize that listening is essential to safety and know when to ask questions.
- **Critical Thinking:** Using logic and reasoning to identify the risks and rewards of alternative solutions, conclusions, or approaches to problems; seeing the big picture and identifying patterns and identifying opportunities for improvement.

Apprenticeship Coursework(s):

Credential: Certified Pool Operator (CPO)

Maximizing credits toward an associate degree or technical certification

**Coursework will vary slightly by community college

Do I have to insure the student?

All interns and apprentices have accident insurance through Eagle County School District that covers students during their internship or apprenticeship while they are in high school. Once they have graduated it is up to each individual business as to what benefits are provided.

Will I have to provide health benefits for the student?

Businesses are not required to provide healthcare benefits to interns/apprentices. For apprentices we suggest that you follow the same company guidelines as all employees once they become full time.

What if my business is too small to host an intern?

Internships can benefit businesses of all shapes and sizes! Think of an intern as a part-time employee. An intern is an excellent solution to boost workplace productivity and enhance perspective.

What if we are not familiar with providing work opportunities for students?

The Vail Valley Partnership along with Eagle County School District provides businesses with the guidance and tools necessary to successfully host an intern/apprentice. Contact our workforce manager for support and training opportunities.

Will a high school student be experienced enough?

High school students are younger than your normal employees, but they all must meet certain requirements to be eligible for placement. We provide workplace readiness orientations and workshops, in addition to their industry specific classes for apprentices and interns before entering into their positions.

What if my business cannot afford to pay for an intern/apprentice?

Businesses are encouraged to compensate interns; however companies may offer students payment in the form of letters of recommendation and scholarship donations. Businesses are required to pay apprentices an hourly wage in addition to the Training and program fees. Outside funding through donations and grants could be available through the state and other non-profit organizations.

Can I hire on my intern/apprentice as a full-time or part-time employee at the end of their internship?

Yes! This is one of the benefits of internships. Should you value your intern's contribution, you have the opportunity to offer them a permanent position. [Please keep in mind that a student commits to completing a temporary internship and may not be able to accept a permanent position.

Meet Our Team



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