

# Youth Internship Programs

Item No: 9b\_supp  
Meeting Date: November 27, 2018



## Commission Briefing

November 27, 2018



# Leverage Internal and External Partnerships



High School  
Internship Program  
(Human Resources)

Public Affairs  
Workforce Development  
School Districts  
Nonprofit Partners  
Port of Seattle Employees

**Find the right youth and the right career  
connected learning opportunity**

# Offer Internships to at Least 90 Local High School Students and 30 College Students



In 2018, we hired 92 high school and 51 college interns

Intern Placements	2015	2016	2017	2018		2019		
				Summer	Fall	Spring	Summer	Fall
Port High School Interns	8	68	82	81	11	10	73	10
Port College and Graduate Interns	26	37	38	49	2		45	5
<b>Total</b>	<b>34</b>	<b>105</b>	<b>120</b>	<b>143</b>			<b>143</b>	

# Lessen the Opportunity Gap Among Underrepresented Youth in King County

- Partner with community organizations
- At least 47% of high school interns come from low income families
- At least 6 interns were youth with disabilities



*"I feel like I'm providing for my family even more. I learn new things here. I feel accepted for who I am and what I want to achieve in the future."*

# Build a Diverse Talent Pipeline for the Port and Port Related Industries

- High School Interns come from 37 different schools
  - 32% Highline School District
  - 31% Seattle School District
- 77% of high school interns were youth of color
- 45% of all interns were women
- At least 59 interns over the last 20 years have been hired as full time employees.



2/3 of today's young workforce say that diversity and inclusion is important to them and people stay where they feel welcome and accepted.



# Raise awareness of the Port of Seattle and Port-Related Careers



*"...I loved this job, and after seeing the career paths that are here in AV OPS, I've decided to pursue ADM. Maybe I'll even get to work at Sea-Tac one day, or even intern again as a college intern. So thank you for setting something up that changed my path in life for the better."*

Human Resources | Public Affairs | Workforce Development

# Teach Teamwork, Networking, and Professional Expectations



Human Resources | Public Affairs | Workforce Development

# Recommend: Increased Focus on Career Connected Learning Strategy



- Develop curriculum and work plans for internships
- Partner with organizations for post internship support
- Implement Alumni Engagement Strategy
- Results Based Tracking

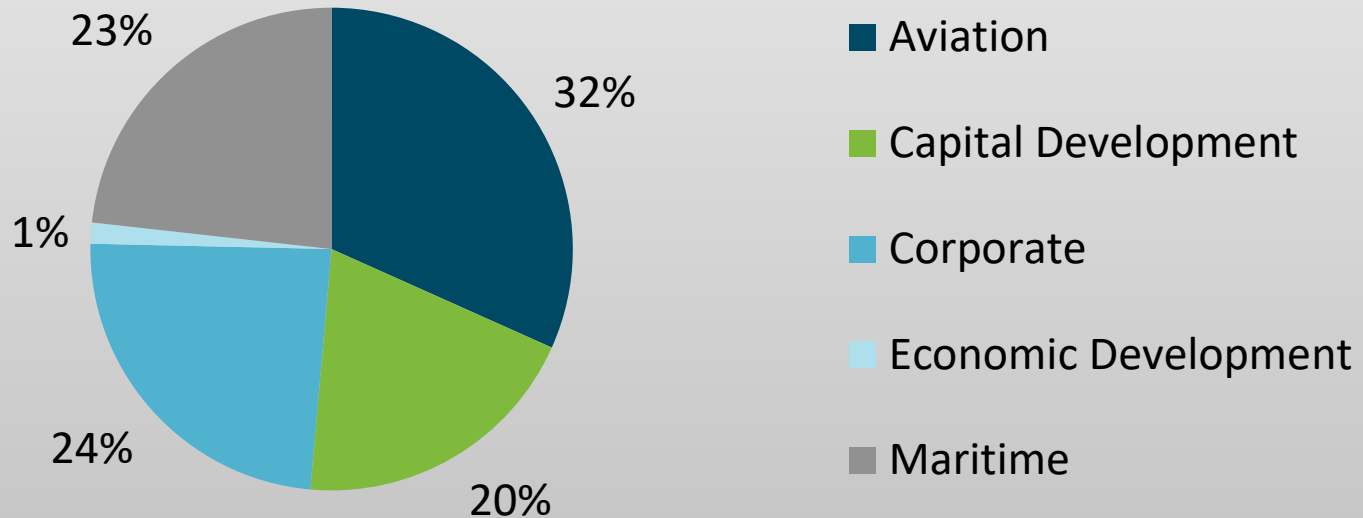
The Port intern program is only one step to a career in a Port-related industry



# APPENDIX

# Total 2018 Intern Commitments

Estimated Total Interns: 143



# Internship Pilot Programs

## Internships for Youth with Learning Disabilities

- Two successful part-time opportunities during summer
- Reviewing lessons learned for next year

## Fall Maintenance Program

- Marine Maintenance and Aviation Maintenance
- Troubleshot several concerns.

## Virtual Mentorship Program

- Unable to launch due to lack of volunteers and some technical complications
- Will try again in 2019

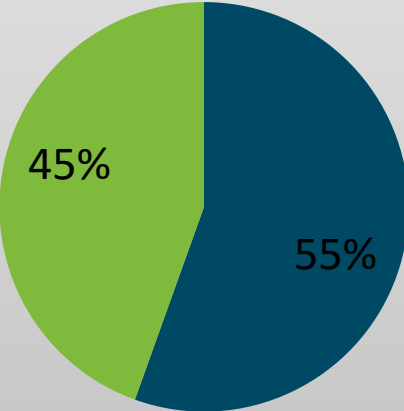
## Port Youth Ambassadors Program

- Launching Spring of 2019

# Build a diverse talent pipeline for the Port and port-related Industries

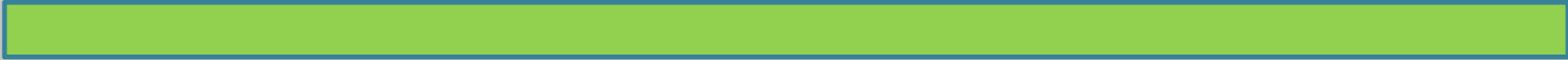
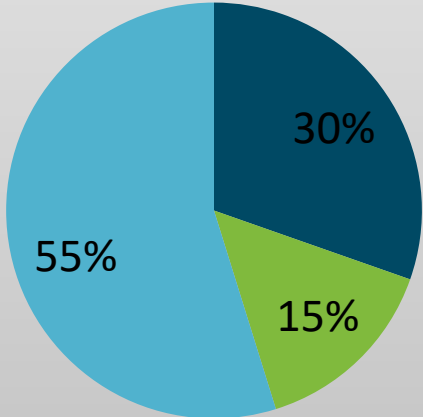
### HS and College Interns

■ Male ■ Female



### HS and College Interns

■ No Response ■ White ■ Youth of Color





# 2018 Outreach Strategies

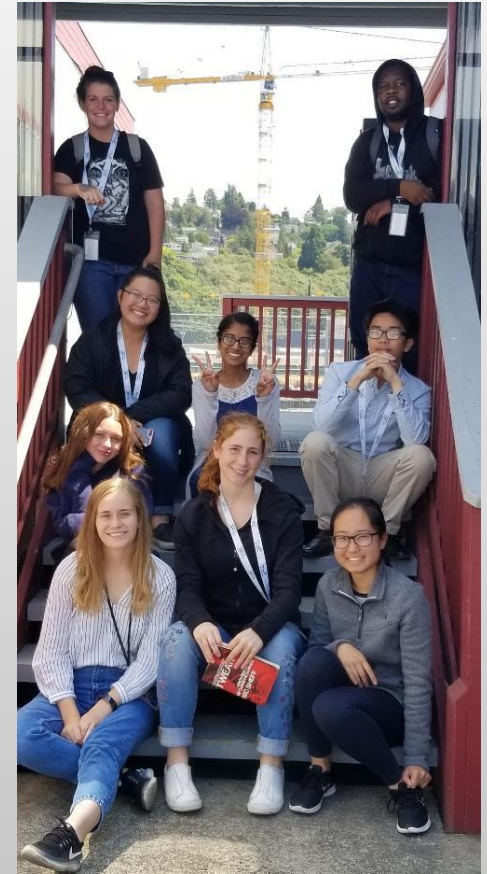
- Increase nonprofit partnerships
- Present at local schools and career fairs
- Lead workshops on resume writing and interviewing
- Send postings to campus job sites, career centers and counselors
- Partner with Port Employee Resource Groups
- Public Affairs advertising, social media posts, and Facebook Live event



# High School Cohorts

- Project Based Learning Design
- Teams of 6-10 interns from different departments but within the same industry
- Expanded team and relationship building opportunities

*“...I wish the youth can see how amazing and supportive the Port is. I have a big project coming up in about six weeks and it's about explaining what the Port is to young teens. My project is going to be amazing and I'm excited for what this internship is going to bring me!” – Port Intern*



# Other Program Features

## High School Interns

- Industry Awareness Events
- Career & Education Fair
- Mentorship Program
- Graduation Luncheon

## College Interns

- Orientation
- Speaker Series
- Facility Tours
- Mock and Informational Interviews
- Graduation Luncheon

# Supervisor Support

## 2018

- Recruitment and selection
- New employee paperwork, badging and laptops provided for HS interns
- Time administration
- Internship activities and cohort projects
- Youth development training
- Performance management

## New in 2019

- Spirit and Wellness Points for supervising, mentoring, and volunteering
- Curriculum and Work Plan Design workshops
- Community of Practice
- Improved onboarding and off-boarding processes



# 2018 Partners

- Intern Selection

- Boys and Girls Club
- New** – Community Passageways
- New** – Duwamish Valley Youth Corps
- King County Youth Employment Programs
- Juma Ventures
- Team of Port Employees & College interns

- Intern Experiential Events

- AMAC – Project Lift
- New** – Kids4Peace
- King County Airport
- Renton Municipal Airport
- Seattle Goodwill
- New** – Sustainability Ambassadors
- Youth Maritime Collaborative
- New** – WA-BLOC Freedom Schools



# Feedback from Supervisors

## Positive

- “This year's onboarding process was better than last year's and felt smooth to me as a manager.”
- “The intern events were a good learning process for the interns.”
- “Quality candidates”
- “I believe the internship provided the intern with knowledge that will help her to make future decisions about her career.”

## Negative

- “Provide assistance with developing work-plans.”
- “Better communication on event scheduling to give me some idea of what I feel is important for my interns to attend.”
- “A few glitches. Citizenship/badging issues”

# Key Lessons Learned

- Supervising an intern is real work that takes time and has an impact on the entire team.
  - Having a work plan with clear deliverables and deadlines helps both the supervisor and the youth be more successful.
- Require all interns provide emergency contact information
- Badging is a significant challenge
  - Almost all Aviation interns require SIDA access
  - Need to better inform youth about documentation requirements
  - Some youth don't have necessary documents
  - Need to allow for more time during orientation to complete badging process

“Provide assistance with developing work-plans.” – Port Supervisor

# Key Recommendations

- Improve onboarding and off-boarding processes
- Increase Program Resources
- Increase Supervisor Support
- Invest in Quality and Impact
- Expand Community Involvement
- Develop Alumni Engagement Strategy
- Focus on Career Connected Learning

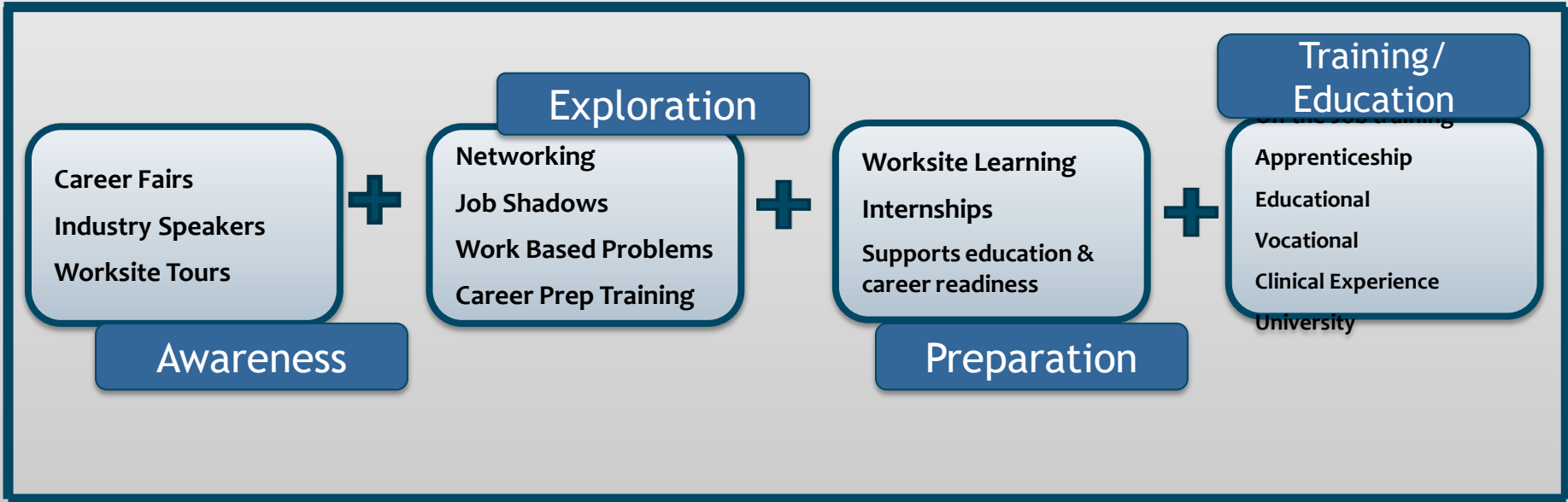




# Timeline

- November through May: Outreach and Recruitment
- February through June: Interviews and Selection
- Youth Internship Programs:
  - Port Youth Ambassadors: February-March
  - College Summer Program: June-August
  - High School Summer Program: July-August
  - Fall Maintenance Program: October-December

# Focus on Career Connected Learning



Workforce Development and Public Affairs