

## Table Brainstorm & Discussion: Sharing Best Practices

*Asterisk\* = mentioned by at least 3 partners*

<p><b>Best Practices for Hiring &amp; Selecting Youth:</b></p> <ul style="list-style-type: none"> <li>• What is the structure of your hiring process?</li> <li>• What has worked well for your organization?</li> </ul>	<ul style="list-style-type: none"> <li>• Recruitment: <ul style="list-style-type: none"> <li>○ Recruiting from within program* <ul style="list-style-type: none"> <li>▪ Announcement at program graduations</li> <li>▪ Cross-overs from year-long program</li> </ul> </li> <li>○ Go directly to high schools/neighborhood schools &amp; contacts *</li> <li>○ Word of mouth *</li> <li>○ Referrals – returning scholars help recruit</li> <li>○ Orgs with multiple sources of funding: Draft board. Identified youth and matching them to payroll options (Hyde Sq. Task Force)</li> <li>○ Waiting list</li> <li>○ Website &amp; social media</li> <li>○ Host workshop for students who are interested to help them apply (Museum of African American History, Zumix)</li> </ul> </li> <li>• Group interviews &amp; individual interviews <ul style="list-style-type: none"> <li>○ Offer a few nights of interviews with all managers to get them done and accessible (Museum of Science)</li> <li>○ Scenarios – combination w/ team work/problem solving (Phillips Brooks House Assoc, The Dimock Center)</li> <li>○ Returners vs “new” interviews</li> </ul> </li> <li>• Application process: <ul style="list-style-type: none"> <li>○ Google form via email or other online applications (Harlem Lacrosse, Girls LEAP, Crossroads, Phillips Brooks House Assoc)</li> <li>○ Ask for school transcripts</li> <li>○ Keep it simple – essays &amp; basic info, short answers</li> <li>○ Rubrics/Metrics (Boch Center, Museum for African American History, Courageous Sailing)</li> </ul> </li> </ul>
<p><b>Best Practices for Training Youth:</b></p> <ul style="list-style-type: none"> <li>• Do you have a formalized training period over the summer?</li> <li>• What types of trainings do you offer to youth employees? (optional and/or mandatory)</li> <li>• Are there other organizations that you partner with for trainings?</li> </ul>	<ul style="list-style-type: none"> <li>• Orientations <ul style="list-style-type: none"> <li>○ First week / first three days?</li> <li>○ Pre-summer week?</li> <li>○ Coincide with supervisor training so the youth can meet their supervisors</li> </ul> </li> <li>• Training ideas: <ul style="list-style-type: none"> <li>○ Conflict resolution &amp; youth development 101</li> <li>○ Professionalism, self-awareness, time management, team building, dress for success, communication</li> <li>○ Hold personal development meeting on off Fridays from forums</li> <li>○ Department specific trainings (New England Aquarium)</li> </ul> </li> </ul>

**Best Practices for Supporting Youth:**

- What are supports that you offer to youth over the summer (other than trainings)?
- Are there other organizations that you partner with to support the youth?

- One on one advising time\*
  - Mental/emotional check in
  - Little blue book check-ins – features a spot for youth to write their plus & deltas for the week
  - Assigned advisor – meet three times during the summer to work on personal and professional goals (Boch Center)
  - Open door policy institution
- Weekly/bi-weekly sessions
  - Group debrief
  - Small group/peer discussions
  - Weekly surveys
- Other topics areas:
  - Resume writing \*
  - financial literacy / module days \*
  - Professional etiquette \*
  - Mentoring workshops
  - College & career fair/workshops \*
  - Road to Success Roundtable (Freedom House)
  - City Scavenger Hunt (Freedom House)
  - Mock Interviews
  - Health & wellness, care management
  - “Age appropriate” trainings – ie SAT prep for Juniors
- Keeping things going...
  - MBTA passes\*
  - Maintain multiple ways to contact staff – email chain, group texts (Harlem Lacrosse)
  - Calendar alerts via google calendar for all scholars (Harlem Lacrosse)
- Keeping things fun!
  - College Alumni Night, trips & special events
  - Mid-summer “fun” treat/trip