

WIAB 15-11

DATE: March 8, 2012
TO: ALL WIA YOUTH PROVIDERS
FROM: Susan Simmons, Deputy Director
Workforce Development
SUBJ: Summer Youth Work Experience Project with Idaho Commission for Libraries



The Idaho Commission for Libraries (ICFL) has partnered with Idaho's WIA program to support a 2012 IYC Summer Youth Work Experience Project. ICFL has set aside \$50,000 to support 50% of Work Experience wages, ICFL's \$50,000 will be matched with WIA State 15% funds to provide wage support *only* for this IYC Summer Youth Work Experience Project. This partnership with ICFL will provide worksites across the state at any of its libraries that are interested in hosting a youth.

Regular WIA Youth funds must be used to support ongoing case management staffing and any other costs, such as supportive services. *Therefore, only individuals enrolled in the regular WIA Youth Program are eligible to participate in this summer work experience project.*

Youth participants will help tutor patrons in "digital literacy", basic computer skills, Windows based programs, and internet usage (email, social networking, search engines and internet safety) through a variety of resources.

As WIA Youth case managers review current WIA Youth participants' interests and appropriateness for this summer employment opportunity, reference the list of interested libraries at <http://srvsps07/wia/Updates/BTOP%20Library%20project/Forms/AllItems.aspx> to identify an appropriate library location (this list will be updated in SharePoint to include the remaining areas of the state on March 26th and April 16th). Case managers or interested Youth can contact the library of their choice for further details regarding the job opening, hours available, etc., and can contact the library directly to set up an interview with the supervisor.

Attached please find the complete job description provided by the ICFL, parent permission forms. The complete list of interested library sites and their contact information are at the SharePoint address above.

Instructions for Enrollment

Youth must be enrolled in both the regular WIA Youth Program and in the State 15% IYC Summer Work Experience Project. As enrollments in this project occur, please post obligations for both program year 2011 and 2012.

Codes for dual-enrollment in the State 15% IYC Summer Work Experience Project:

TITLE: STATE 15%, TITLE S
PROJECT CODE: IDAHO COMMISSION FOR LIBRARIES SUMMER YOUTH, CODE 838
ACTIVITY CODE: SUMMER RELATED-Work Experience (Youth), CODE 53

Please contact Ben Phillips at 332-3570, ext. 3398 or any of the Grants Management staff if you have any questions.

Description of Duties from Idaho Commission for Libraries BTOP project:

- Age requirement: 18 or older are preferred, however you can place appropriate youth down to the age of 16 into the work experience by having parents sign a Children's Internet Protection Act (CIPA) parent permission form.
- IYC Summer Work Experience may begin any time after April 1st, and must be completed no later than September 30th.
- Some libraries are open only part-time hours, and in this case the job will only be a part-time job. Other libraries are open more than 40 hours a week. In this case, there may be two Youth Corp members assigned to that library, perhaps part-time. There are some libraries where a bi-lingual (Spanish/English) Youth Corp member would be especially helpful.
- WIA Youth Corps working this summer in public libraries involved in the "online @ your library" project will be assigned to the public library in their town. They will work with library visitors using the libraries new public access computers -- helping users get on-line, tutoring and coaching users, one-on-one on basic digital literacy. Each Youth Corp member will complete an on-line training to be a Digital Literacy Coach, and will use on-line training materials as they coach. The training begins with a series of lessons designed to inform coaches of essential project skills: accessing the digital literacy training on-line, getting learners started, being respectful and adaptive to a wide variety of learners, and logging time for project monitoring. The digital literacy training for library patrons covers: basic computer skills like using the mouse, keyboarding, and understanding how to use Windows operating systems. Additionally, learners will see how to access and make the most of the Internet, including email, social networking, search, and Internet safety. Content presented is self-paced and adapts to the learner's digital literacy skills and preferred language (English or Spanish).
- Youth Corp members will also be doing other tasks in support of public access computing in the library. These may include updating software, cleaning up computer desktops, updating info about on-line services, helping with public information about public access computing at the library, and more. Coaches are also required to complete a monthly report on the number of people they have helped in various ways with public access computing.
- When not busy digital tutoring and coaching, helping other library patrons with computers, or working in other ways to support public access computing in the library, the Youth Corp member will be available to the library director for "other duties as assigned." These duties might range from shelving books, helping with the summer reading program for young children, to helping with library maintenance.

PARENTAL CONSENT FORM – PUBLIC LIBRARY INTERNET USE

I understand and agree that the _____
(Public Library) is not responsible for the contents of the Internet. I recognize that restricting access to all controversial materials is impossible for the Public Library, and I will not hold the Public Library or its personnel responsible for materials accessed on the Internet, either by the above named child, or by other patrons in the presence of the above named child.

I _____ permit my child _____
Print Parent's/ Guardian's Name Child's Name

who is under the age of 18 to use the Public Library computers. I indemnify and hold the Public Library District harmless from any and all liability for injury to my child arising out of his or her use of the Public Library computers.

Parent or Legal Guardian Signature

Date



Idaho
Commission
for Libraries

IDAHO COMMISSION FOR LIBRARIES

325 West State Street Boise, Idaho 83702 | ph. 208.334.2150 | 800.458.3271 | Fax: 208.334.4016

**Photo Release for Idaho Youth Corps (IYC) participant,
under 18 (must be signed by an adult)**

I give the Idaho Commission for Libraries permission to display, broadcast, publish, print, or otherwise use photos taken of IYC participant _____, from now until the end of his or her Digital Literacy Coach contract, in venues deemed appropriate by the Idaho Commission for Libraries staff, including Idaho Department of Labor materials promoting the Workforce Investment Act (WIA)-funded Idaho Youth Corps.

Signature

Date

Relationship to Idaho Youth Corps participant

Printed name & phone number