

**Are you or someone you
know interested in
becoming a
Career Explorer?**

Complete this form and return it to
EmPOWERment, Inc to receive an applica-
tion for the next class of Explorers!

Name: _____

Address: _____

Phone: _____

Parents or Guardian: _____

Birth date: _____ Age _____

Hobbies or clubs or church memberships, in-
clude anything else about yourself you would
like us to know:

Career Interest: _____

Sports Interest: _____

College interest: _____

Please list all work experience including volun-
teer (i.e. babysitting, summer yard work, volun-
teer service performed):



**Career Explorers is a Community
Program of
Empowerment Incorporated**

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Reclaiming the
POWER of our
communities

Career Explorers

Summer Internship Program



*Promoting opportunity;
Providing tools for
success.*

The Career Explorers Program

Mission Statement: To offer high school minorities from traditionally African American Neighborhoods in Chapel Hill an opportunity to discover valuable life and career skills that will better prepare them for engaging employment throughout life, to learn financial skills to better manage their money, and to gain valuable work experience.

The Program: Young adults selected to participate in the program are called Career Explorer (CE) Interns. The CE Interns are placed at a local business to work eight weeks during the summer months. Most selected businesses are in the downtown area to limit transportation needs for the CE Interns. Business owners work with CE program administrators to develop job descriptions for each intern's position.

The interns work 36 hrs/wk on site with their employer. The other 4 hours of the week the Interns spend with CE program administrators sharing their work experiences, learning financial management skills (e.g. budgeting, financial counseling, financial planning), and general life skills (e.g. basic job protocol, writing a resume, conflict resolution skills)

Meet the Explorers



"I have lived in public housing since I was 15. I became a Career Explorer because I didn't want to sit around the house all day. I like Career Explorers because it gives kids like me an opportunity to have better experiences than working behind a cash register or fast food. We get to learn more about our options."

-*Krystal, 16*



"I decided to be a Career Explorer because I knew that the program places interns in highly qualified positions. My experience has taught me a lot about myself. Working at the University, I've learned a lot, like how to use Quickbooks and Excel. I am proud to be one of the few kids who were chosen to be a Career Explorer!"

-*Shawanna, 16*



"I wanted to be a Career Explorer because I wanted to experience something new. This hasn't only been a job, but a learning experience. I've learned a lot about college while working at the University. I've met many new people and have had an experience you couldn't get just working any old job. I've learned to always be ready to work and learn!"

-*Lauren, 16*



"I have been a Career Explorer for two summers now and will begin attending UNC-G in the fall. This summer, I worked with minority contractors to help them acquire bids. I learned a lot about the business and how to use databases especially for contractors. My experience with Career Explorers has prepared me for the world. I look forward to getting a job on my own next summer!"

-*Tiffany, 18*



"After Career Explorers ends, I will be a freshman at Gardner-Webb University. Career Explorers taught me that working 8 hours every day is hard! This program helped me earn a lot of money and learn how to save and spend it wisely."

-*Thomas, 18*



"I learned about Career Explorers at a career fair at school. EmPOWERment is a great place to learn skills about working and money management. Career Explorers has helped me learn a lot and meet lots of new people!"

-*Traci, 16*



"I wanted to be a Career Explorer so that I could have a new experience. Being a part of this program allowed me to meet new people, make new friends and develop better communication skills. While in this program I learned how to manage time and stay focused on my tasks."

-*Danielle, 15*



"During my job with Career Explorers, I learned a lot about the business world. Now, I feel confident that I can handle situations that occur in a business setting as well as how to interact with my coworkers. I really appreciate the hands on experience Career Explorers gives me."

-*Della, 15*



"I wanted to be a part of Career Explorers because I've never had a job before, even though I've been looking for one since I was 14. Career Explorers really helped me gain the confidence and interview skills I need to find a job on my own. I've met some great people and learned a lot. I am truly thankful for everything this program has given me!"

-*Uncka, 18*

**Promoting opportunity;
Providing tools for success.**

Career Explorers Program

The Career Explorers program is a collaborative effort between community residents, EmPOWERment, Inc., the Chapel Hill Police Department, and local merchants to provide structured summer employment opportunities for youth from traditionally African American neighborhoods in Chapel Hill. The intent of the program is to offer young, minority, high school juniors and seniors a challenging and supportive experience that will improve their job skills, expose them to career choices, and teach them important financial savings and investment tools. Additionally, the program will offer positive images of minority youth in our community, and give local businesses committed to the community an opportunity to give back while gaining valuable assistance.

Mission Statement: To offer high school-aged youth from traditionally African American Neighborhoods in Chapel Hill an opportunity to discover valuable life and career skills that will better prepare them for engaging employment throughout life, learn financial skills to better manage their money, and gain valuable work experience.

The Program: Young adults selected to participate in the program will be called Career Explorer (CE) Interns. The CE Interns will be placed at a local business to work eight weeks during the summer months. Most selected businesses will be in the downtown area to limit transportation needs for the CE Interns. Business owners will work with CE program administrators to develop job descriptions for each intern's position.

The interns will work and participate in CE program activities 40 hours each week. The interns will be paid for their time working and time spent participating in program activities. Employers will be asked to pay at least a minimum wage salary, which will be supplemented with a small fund from the Town of Chapel Hill to pay the young adults a competitive and attractive salary ranging between \$6.55-\$8.50 an hour. The final amount of pay will be determined by the interns' work experience, skills required for the job, and amount of available supplemental funds. The interns will be employed by EmPOWERment, Inc. and contracted to the participating businesses. Consequently, the Interns will receive their paychecks from EmPOWERment, Inc. Each Intern's check will be automatically deposited with 20 percent of each paycheck deposited into a savings account to encourage good saving habits.

The interns will work 36 hrs/wk on site with their employer. The other 4 hours of the week the Interns will spend with CE program administrators sharing their work experiences, learning financial management skills (e.g. budgeting, financial counseling, financial planning), general life skills (e.g. basic job protocol, writing a resume, conflict resolution skills), and participate in life and career exposure experiences (e.g. visiting a corporate office in the Research Triangle Park, visiting Town of Chapel Hill offices, meetings with local business owners and political leaders).

Selection Process: For the fifth summer of the Career Explorers program at least 15 positions will be available to rising juniors through graduating seniors (between the ages of 15-19) that live in the Northside and Pine Knolls neighborhoods of Chapel Hill. A list of perspective youth will be chosen based upon recommendations from 1.) High school counselors 2.) Cultural group leaders, 2.) The Chapel Hill/Carrboro School System Blue Ribbon Task Force, 3.) Local churches, 4.) and Local youth group leaders. Each youth that is recommended will be asked to complete an application, and provide two letters of recommendation/support. One letter of recommendation should be a personal reference (e.g. family member, friend, family friend, etc...) and the other reference should be from a member of the community (e.g. teacher, pastor, coach, etc...). A representative from EmPOWERment, Inc., the Chapel Hill Police Department, and a perspective employer will interview qualified applicants. Final decisions on which interns to accept will be based on the recommendations of references, the interview process, and skills suited to the available jobs.

After the CE Interns are selected the interns will participate in two half-day orientation sessions where the expectations and requirements of the program will be explained. In addition, the Interns will review individual job descriptions and expectations and receive training in basic employment protocol (e.g. appropriate clothing for work, calling in when you will be late or unable to come into work, etc.). Parents and/or guardians of the CE Interns will be invited to a portion of the Orientation to meet CE program administrators and learn about the CE program firsthand. The parents will have an opportunity to ask questions and they will be asked for their assistance in supporting and encouraging their child to succeed.

Evaluation of Performance: CE program administrators will check-in on a weekly basis with the Intern's work supervisor. The CE program administrators will be seeking feedback on the Intern's work progress and will address any issues that are limiting the mutual satisfaction of the employer and Intern. After the fourth week of employment and at the end of the summer experience the Interns and employers will complete evaluation forms. There will be a ceremony acknowledging the participation and joint effort of both the CE employers and the interns.

If after a few weeks of the internship neither the employer or the Intern are satisfied with the job relationship, the program administrator will arrange for a meeting outside of the employment setting. Both parties will have an opportunity to air their differences. The employer and the Intern will attempt to find performance expectations that they mutually agree upon. If the situation cannot be corrected an attempt will be made to place the CE Intern in another assignment. If the employer chooses, a new CE intern would be found to replace the departing intern.