

Responsibilities in the Wanda Fullmore Youth Internship Program

Youth Interns

- Arrive to work on time
- Follow set schedule
- Provide contact information to Supervisor and Common Wealth mentor
- Notify supervisor if ill/missing work
- Request time off in advance
- Ask questions when unsure
- Follow all program and department rules and procedures
- Regularly fill out timesheets
- Come to work prepared
- Have a great attitude at all times
- Communicate with Common Wealth mentor regularly
- Attend supplemental professional development trainings with Common Wealth
- Attend opening and closing joint program activities if able

Supervisors

- Set a schedule for youth to follow
- Provide adequate supervision
- Provide contact information to youth and Common Wealth
- Notify Common Wealth if there are attendance issues
- Be available for questions
- Notify Common Wealth with behavior/work performance concerns
- Clearly share department rules and procedures
- Approve and submit timesheets
- Attend opening and closing joint program activities if able

Common Wealth

- Make sure a schedule is set
- Check-in with supervisors regularly
- Provide contact information to youth and Supervisors
- Provide support to supervisors and interns relating to attendance, communication, behavior, work performance, and any other issues that may arise
- Clearly share program rules and expectations
- Complete bi-weekly payroll process for youth interns
- Regularly check-in with youth
- Facilitate supplemental professional development trainings with youth
- Attend opening and closing joint program activities

Contact:

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Community Dev. Division

- Overall supervision of program
- Answer questions relating to City policies or procedures
- Respond to any concerns about Common Wealth's management of the internship program
- Attend opening and closing joint program activities

Contact:

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