

Internship with Learning Life Company (Job-Readiness Training)

LLCo is currently seeking members for the **Job-Readiness INTERN Training** program and is offering the members an internship, for 15 hours a week, for four weeks per position. Internships are always available ***unpaid*** and we will update this site when funding is available to offer the same positions ***paid***.

LCo follows the University of Idaho's guidelines for Internships.

1. Online marketing researcher and writer.

This would include using the internet to research youth related websites, articles, and programs. The member would sort the information based on how we might use it.

Would we link a third party website to our Library of Wisdom page? Would we want to contact a company the intern discovers and offer a partnership, event, or some other opportunity? Would the programs the intern finds be something our members might be referred to or something we might enroll in as a company?

The member will learn Learning Life's needs and mission and be trained in how to **recognize data and then use common sense or process of elimination to identify and sort their research**. This requires them to develop skills for office or *computer/electronic organization* and *time management*.

2. Outreach and Communications (to schools or youth organizations).

This would include research and data entry to find schools, colleges and youth programs. Next, the member would identify key personnel from each place and they would collaborate with us to decide the best approach to use when contacting the school or organization.

Do we introduce the Get in the Game program to the schools or organizations in a general way? Or, do we take note that the school has a mission that includes life skills or internships and introduce our program in a specific way with an offer to help meet their goals? How should we contact them? Do they seem to be an email or online-oriented school, or is it an organization that emphasizes to call?

These simple factors contribute valuable data for how Learning Life proceeds with a business-to-business relationship. More importantly, these factors are significant learning experiences for the member.

Workplace common sense is one of the hardest skills to teach and it is difficult for employers to identify in an interview, but an employer would recognize a resume that

lists experiences which *should* have exposed an applicant to workplace common sense.

Employees who are fresh in the workplace will have an ability or inability to fall in sync with a company's way of doing things. Moreover, an employee might be excellent at doing what they are told but tend to be nervous, intimidated or naïve about identifying what needs to be done when a task falls in the gray areas of a policy or procedure manual. This is where workplace common sense is a highly sought after skill.

We're not talking about ethics but about being in sync with an employer and a job description. It is not necessarily general common sense because it is relevant to work and is developed over time after working at the same type of job environment, same types of companies and same types of industries. *Internships help build a foundation to such workplace common sense.*

3. Outreach and Communications to post-foster care and at-risk individuals.

Whether an intern is from an affluent background or an at-risk family situation, there is great benefit to have youth reach out to youth in an effort to promote a youth program.

Outreach may include any or all of the following tasks for youth organizations, foster programs, alternative schools and shelters:

- ✓ Creating promotional contests
- ✓ Creating awareness campaigns
- ✓ Creating drives for food, supplies or other needed items – in a way that teaches business and job readiness skills

All of which teaches administrative, organization, time-management, team building and miscellaneous professional skills.