



## Defining Worksite Quality / 'wɜrk,sɪt 'kwɒlətē

A high-quality WorkReady Philadelphia worksite facilitates a progressive and meaningful work experience by exposing youth to the skills necessary to compete in the 21<sup>st</sup> century global economy.

### Quality Worksites:

- Provide youth exposure to meaningful real-world learning opportunities, professional connections, and career awareness.
- Connect youth to a caring adult who provides work-related support and feedback, and promotes development of 21<sup>st</sup> century skills.
- Provide a safe environment that adheres to all laws and regulations governing youth participation in the workforce, and comply with all youth safety measures outlined by the Philadelphia Youth Network.

With this in mind, the Philadelphia Youth Network has identified the roles and responsibilities necessary in producing a high-quality WorkReady experience. These roles include the Philadelphia Youth Network, the Program Contact, the Worksite Coordinator and Supervisor, the physical Worksite space, and the Youth.



**Philadelphia Youth Network will:**

- Support the network in all aspects of program administration and implementation.
- Provide and facilitate accessible trainings and orientations for the Program Contact and worksite network.
- Provide the Program Contact and worksite network assistance in implementing the project-based learning component.
- Provide the Program Contact and worksite network with technical assistance for orientations, registration, payroll, etc.
- Provide Program Contact and worksite network opportunities to develop new and meaningful partnerships with participating organizations.
- Facilitate best-practice sharing opportunities between participating organizations and worksites.
- Develop worksite documentation including; worksite details, safety and quality certifications and clearance policies to be followed by participating organizations.
- Administer and coordinate worksite satisfaction surveys.
- Facilitate incident reporting including relevant communication with Program Contact representatives and, to the extent necessary, Worksite representatives.

**Program Contact representatives will:**

- Support Worksite Coordinator and Supervisor in establishing and maintaining realistic expectations.
- Ensure that the Worksite Coordinator and Supervisor, as well as the youth, have a clear understanding of the essential components and realistic expectations of the work experience.
- Visit each worksite at least twice for every program model and/or year including one visit for worksite documentation including; worksite details, safety and quality certifications completion and one visit for Worksite Evaluation completion.
- Ensure that all Worksite Coordinators complete the required worksite documentation, adhere to Worksite clearance policies and submit necessary documentation to PYN representative.
- Maintain consistent and progressive communication with Worksite Coordinator affording opportunities for feedback and debrief.
- Maintain consistent and progressive youth feedback opportunities during weekly debrief sessions.
- Intentionally provide and support project-based learning assignments and simulated learning opportunities that allow the youth to apply what they have learned from school and work.
- Follow incident reporting procedure including immediate contact of a PYN representative.

**Worksite Coordinators will:**

- Complete required worksite documentation in conjunction with the Program Contact representative.
- Ensure the Worksite Supervisors complete and maintain all clearances necessary to work with and supervise children.
- Comply with all aspects of the Worksite safety, quality and compliance requirements
- Ensure worksites have at least two adults on site while youth are present and adhere to the required supervisor to youth ratio.
- Attend a Worksite Orientation prior to youth arrival.
- Ensure youth are provided a safe learning environment that promotes 21<sup>st</sup> century skill gain.
- Maintain consistent communication with Program Contact.
- Follow incident reporting procedure including immediate contact of the Program Contact representative.
- When applicable, perform any or all responsibilities of the Worksite Supervisor, most specifically when there is no distinction between the two roles.

**Worksite Supervisors will:**

- Comply with all portions of the Worksite safety, quality and compliance requirements.
- Complete and maintain all clearances necessary to work with and supervise children
- Attend a Worksite Orientation before youth arrival.
- Support youth in setting and maintaining realistic goals and expectations.
- Establish a safe learning environment including activities that promote development in the 21<sup>st</sup> century work-readiness skills and other identified skill sets.
- Support youth in various aspects of the project-based learning component.
- Facilitate youth debrief and reflection opportunities.
- Follow incident reporting procedure including immediate contact of the Worksite Coordinator.
- When applicable, perform any or all responsibilities of the Worksite Coordinator, most specifically when there is no distinction between the two roles.

**Worksites will:**

- Display all relevant employment posters including, but not limited to, OSHA, EEO, and Child Labor Law.
- Include all relevant youth safety materials on-site including, but not limited to, accessible bathrooms and water fountains, first aid kits, telephones, fire exit routes, and fire extinguishers.
- Adhere to "Worksite Safety Program Contact Certification Checklist" as described in the worksite safety, quality and compliance documentation.

**The Youth will be offered:**

- A safe, well-rounded, and high-quality work experience in which they can grow professionally through varied learning experiences producing tangible skill gains, an ability to perform self-assessments of professional readiness, and an understanding of career "likes" and "dislikes".