



AANJIBIMAADIZING CHANGING LIVES



Ge-niigaanizijig Summer Youth Internships 2024

Ge-niigaanizijig internships are designed to help students prepare for future careers while building a sound work ethic. Interns will be paired with Mille Lacs Band leaders in supervisory roles to help build their professional relationships, and to create career and academic portfolios. The Ge-niigaanizijig internship also gives them an opportunity to earn summer pay and a chance to earn high school credits. This internship is an opportunity to begin building healthy work habits and work experiences while preparing young adults for life after high school or college.

This year the Summer Internship will be an eight-week program that will operate from June 10, 2024 to August 2, 2024. It will run Monday through Thursday from 9:00 am to 3:00 pm. All interns will be placed with Mille Lacs Band employees. There will be an application process along with a questionnaire.

Youth interns will receive job training one day per week to build soft skills, complete job interest surveys, and possibly take financial skills classes. Two days a week they will work with their assigned mentor to job shadow or work on assigned projects. One day a week they will participate in a community service activity or take part in a community building/ pro-social outing.

Internships Requirements

- Internships are intended for high school and college students, ages 16 through 21, currently enrolled in school.
- Interns will be given preference if their GPA is 2.0 or above. Those in an alternative learning program that are showing significant progress towards attaining their yearly credits will also be given preference.
- Interns will be required to submit a Ge-niigaanizijig application or already be a Ge-Niigaanizijig member.
- Interns will need to fill out a questionnaire describing the type of work they are interested in.
- Internships should be no longer than two months in length.
- Interns are not employees of Aanjibimaadizing, or the department they are placed in and will sign the WEX agreement and confidentiality policy to participate. Interns are not required to drug test.
- Interns will not be placed with relatives.
- Interns will receive job training one day per week.
- Interns will work with their assigned mentor on-the-job two days per week.
- Interns will take part in a community service activity or outing one day per week.
- Interns will be required to keep a daily journal 1-2 paragraphs about the tasks they did and how they enjoyed them and any possible concerns they came across.
- Interns will have the opportunity to earn incentive pay of \$15.00 per hour.
- Upon the successful completion of the internship, interns may earn an incentive of \$750.00 for attendance of 85% or greater.
- Internship opportunities will be limited to no more than 22 youth.



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Attendance Policy

Attendance is expected to be 85% of scheduled work time or above to qualify for the \$750.00 completion incentive. If you are not here, you will NOT be successful. Attendance must be at or above 70% at the end of week 4 in order to continue.

There will be an opportunity for five paid holidays this summer. In order to qualify for holiday pay you **MUST** work the shift before and the shift after the holiday. No exceptions.

Each intern will be allowed three excused absence days. Qualified excused absences are: planned vacations, cultural events, planned driver's education, training opportunities offered by the Ge-Niigaanizijig Program, and funerals. Every day beyond the third day excused may be counted against attendance. Interns should notify a youth facilitator as soon as possible if they have any extended periods where they will be unable to attend intern sessions.

Interns **MUST** call in to their supervisor before their shift begins when they are unable to work. Three No call/No shows will lead to removal from the program.

Training Incentive

\$15.00 per hour training incentive will be paid to youth. There will be a \$750.00 incentive for completing the Summer Internship program with 85% attendance. Aanjibimaadizing may provide transportation if needed, depending on availability.

Career Mentor

Interns will be placed with a career mentor. Interns will meet with the career mentor a minimum of two times per week, or daily through their job tasks. The role of the career mentor is to provide daily tasks, job shadowing, complete a review of the intern's work performance, and complete a letter of recommendation upon completion. The mentor agrees to support the intern through their entire internship experience. The mentor will challenge their intern and help them build awareness, a solid work ethic, and offer open and honest feedback. The mentor agrees to complete weekly evaluations, letters of recommendation, and end of internship assessment of the intern and their work.

Community Service Activities

All Summer Interns will be required to participate in a group community service activity or a community building activity once a week. Sample Community Service Activities may include:

- a. Build dog houses
- b. Clean up days
- c. ALU visits
- d. Community garden



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Expected Student Learning outcomes

Upon completing the Internship students should be able to:

- Gain real-life career experiences
- Create a resume
- Practice the Interview Process
- Request and complete job applications
- Develop ethical work habits
- Begin creating professional relationships
- Be willing to learn from mistakes, and face workplace conflicts and differing points of view
- Demonstrate understanding of personal and professional growth opportunities
- Complete weekly Portfolio Assignments if required
- Produce high quality work
- Learn to be open to constructive feedback
- Continue to learn and grow through accountability and career mentor support