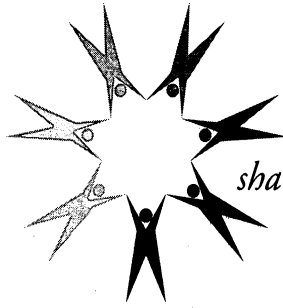


Department of Human Service Programs



sharing resources...building community

Jill Herold
Assistant City Manager

June 3, 1998

Ellen Semonoff
Deputy Director

TO: Robert W. Healy, City Manager

FROM: Jill Herold, Assistant City Manager for Human Services

Childcare

Re: Response to Council Order #006 dated May 11, 1998 re: Report on the Number of Internships and Job Placements that have been Generated in Cambridge Firms Including OWD, CRLS and Other Agencies

Commission for
Persons with Disabilities

Community and Youth

Cambridge offers several Employment and Training opportunities for the youth in the city, ranging from a 6 week summer job to an integrated, School-to-Career internship for pay and school credit.

Community
Learning Center

Coordinating Council for
Children, Youth and Families
(Kids' Council)

The city's Office of Workforce Development (OWD) serves in a distinct and different capacity with each program, ranging from an information and referral source for young residents, to full partner and program developer of several of the School-to-Career internship programs.

Council on Aging;
Elderly Services

The narrative below attempts to capture the full range of employment and training opportunities available to youth in the city, with a brief description of each program and its components. This information does not include youth placements funded under the JTPA Title IIC programs (occupational skills training programs, out-of-school youth education programs, etc.), or jobs youth found on their own in the strong economy. Attached to this memo is a list of employers who hired students in the summer of 1997 through one of the programs listed below and a list of the employers who hired students through the School-to-Career internships during the 1997-1998 school year.

Low Income
Fuel Assistance

Multi-Service Center;
Homeless Services

Office of Workforce
Development

SCHOOL-TO-CAREER INTERNSHIPS

Planning & Development

Recreation

- The Cambridge Career Paths Internship Programs currently have 57 CRLS students (grades 11-12) enrolled in six (6) unique school-to-career programs -- Cambridge/Lesley Careers in Education, City Links, Harvard, Health Careers 2000, Infant/Toddler, Management and Finance. Students enrolled in the internship programs participate in a comprehensive, academic and work-based learning experience that prepares students for life beyond high school. Each



program, which is a collaborative effort between the schools, the City, Cambridge Community Services and various businesses and higher education partners, provides students with a quality work-site experience, an academic seminar which stresses project-based learning and public presentations, and community learning opportunities.

WORK-BASED LEARNING EXPERIENCES

- 107 youth who participated in the 1997 Mayor's Summer Youth Employment Program (MSYEP) were part of Summer Work and Learning (SWL) projects. The goal of the SWL projects are to engage young people in valuable educational and employment experiences, using the community's resources to expose youth to potential educational and career paths, and prepare youth for employment. Each SWL project includes a work-based learning component, career/personnel counseling component, and a MSYEP liaison to support the goals of the project.
- 50 Youth, ages 14-15 are currently enrolled in the Cambridge Neighborhood Service Project - a community service/learning program of the Office of Workforce Development and the city's five (5) youth centers. Youth participate in a comprehensive service/learning project that includes work-based learning opportunities, provides youth with skills needed to succeed in the workplace, and connects them in meaningful ways to their local community.
- The Work Force of the Cambridge Housing Authority (CHA) placed approximately 120 CHA residents ages 13-19 in public sector jobs. Youth who participate in the Work Force receive intensive training in career development, educational and personal development workshops, and case management support from staff.
- The Academics for Changing Times (ACT/Americorps) operated by Cambridge Community Services places approximately 20 youth ages 17+ in community service positions throughout the City of Cambridge. In addition to a salary, participants receive extensive training in service/learning, teaching techniques, and mentoring for younger students. Participants also receive an educational award for post-secondary education at the end of the program.

JOB PLACEMENT AND TRAINING

- The 1997 Summer Jobs Campaign, coordinated by the Office of Workforce Development's Citywide Youth Employment Office placed 231 Cambridge youth between the ages of 16-21 in jobs in the private sector. CYEO/OWD works on behalf of local youth employment programs to conduct outreach to businesses, provide information and appropriate referrals to residents about employment and training opportunities, serves as a clearing house for jobs, and provides "technical assistance" to programs and businesses. Job placements counted in the City's

Summer Jobs Campaign provide youth with career readiness training, and Youth Counselors who provide businesses and youth with case management and support throughout the summer. Participating youth employment programs include: TeenWork of Just A Start, Employment Resources, Inc. and The Work Force of the Cambridge Housing Authority. Attached is a list of 1997 private sector summer placements.

- 697 Cambridge youth age 14-21 were placed in public sector jobs in the summer of 1997 -- 220 through Employment Resources, Inc; and 477 through the Mayor's Summer Youth Employment Program. Each program provides youth with a job placement and counseling throughout the summer.
- The CRLS Work Study Program has placed approximately 65 youth (grade 9-12) in jobs in the public sector during the 97-98 school year.
- The CRLS Youth Employment Center (operated by the Office of Workforce Development) provided private sector job referral and placement services to approximately 50 youth.

⇐⇐⇐ CONTINUM OF YOUTH EMPLOYMENT OPPORTUNITIES (1997-8) ⇒⇒⇒

School-to-Career Internship • Work-bases learning • School-based learning • Connecting activities (mentors, case management, community learning, career planning, etc.) • Higher Education Connections	Work-Based Learning Experience • Work Experience • Community Learning opps. • Academic connections	Job Placement - Private Sector • Work Experience • Job-Readiness Training • Case Management support	Job Placement - Public Sector • Work Experience • Counseling support	Job Placement/Referral • Work Experience
Lesley Careers In Education 7	Work Force - Cambridge Housing 120	TeenWork - Just A Start 91	Employment Resources, Inc. 220	CRLS Work Study 65
City Links 16	Summer Work and Learning - Mayor's Summer Youth Employment 107	Employment Resources, Inc. 26	Mayor's Summer Youth Employment Program 477	Youth Employment Center 50
Harvard Internship 9	Neighborhood Service Project - OWD 50	Work Force - CHA 22		Self placements
Health Careers 2000 7	ACT/Americorps - Cambridge Community Services 20	Various private sector program placements 92		
Infant/Toddler Internship 7				
Management & Finance 11				
TOTAL: 57	TOTAL: 297	TOTAL: 231	TOTAL: 697	TOTAL: 115

TOTAL: 1,397

June 1998
Michelle Farnum
Office of Workforce Development

1997 Summer Jobs Employer List

Arthur D. Little
Athenaeum
Au Bon Pain
BBN Corporation
Bicycle Workshop
Biogen
Biopure
Boston Properties
Bradlees
California Products
Cambridge City Hospital
Cambridge Chamber of Commerce
Cambridge Company
Cambridge Savings
Cambridge School Dept.
Cambridge Trust
Cambridgeport Bank
Citi Foods
CVS
D.B. and Kelly Security
Demoulas
Dickson Brothers
Domino's Pizza
Douglas Okun & Associates
Draper Lab
East Cambridge Savings Bank
ELI Computer
Genetics institute
Goldberg Law Offices
Greater Victory Temple
Harvard Divinity School
Harvard Real Estate
Harvard Law School Library
Harvard University
Hybridon
Inner City Day Camp
Just A Start
Margaret Fuller house
MIT
MIT Athletic Department
MIT Student Furniture Exchange
Microcenter
Miracle of Science
Moore and McPherson
Mulberry Day Care
North Cambridge Cooperative Bank

Office of Workforce Development
Old Town Trolley
PJ's Pet Center
Pottery Barn
Service Merchandise
Smithsonian Astrophysical Observatory
Spirer-Somes Jewelry
Star Market (porter Square)
STS
Therion
Volpe Transportation System Center
W.R. Grace
Whitehead Institute

Mark Ashe Donations

Cambridge Trust Company \$500.00
Genetix Pharmaceuticals, Inc. \$500.00

LIST OF CAREER PATHS INTERNSHIP PLACEMENT SITES (1997-8)

CAMBRIDGE/LESLEY CAREERS IN EDUCATION

Cambridge Public Elementary Schools:

Agassiz
Fitzgerald
Fletcher
Graham & Parks
Harrington
Longfellow
Peabody

HARVARD INTERNSHIP

Harvard Dining Services
Planning and Real Estate
University Operations Services

INFANT/TODDLER INTERNSHIP INTERNSHIP

East End House
First Steps Day Care
North Cambridge Day Care Center

CITY LINKS

City of Cambridge Departments:

City Clerk's Office
City Hall
Community Development
Community Learning Center
Community Schools
Dept. of Human Service Prgrms
Community Development Dept.
Multicultural Task Force
Police Department
Public Library

Cambridge Hospital
Windsor St. Health Clinic

HEALTH CAREERS 2000

Cambridge/Somerville Hospital
Genetics Institute
Professional Ambulance
Santa Maria Hospital
Youville Hospital

MANAGEMENT AND FINANCE

Cambridgeport Bank
American Express
Cambridge Savings Bank
Cambridge Portuguese Credit Union
Harvard University
City of Cambridge
BankBoston



CITY OF CAMBRIDGE
CAMBRIDGE, MASSACHUSETTS 02139

TEL. 349-4300
FAX. 349-4307



EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

RICHARD C. ROSSI
Deputy City Manager

June 8, 1998

To The Honorable, The City Council:

Please find attached a response to Awaiting Report Item No. 12, regarding further information on what City policies exist that regulate public buildings and their availability to the public, received from Assistant City Manager for Human Services Jill Herold.

Very truly yours,

Robert W. Healy
City Manager

RWH/mec
Attachment

Consent Agenda #4

S-419

Information on what City policies
exist that regulate public buildings
and their availability to the public.

In City Council June 8, 1998

PLACED ON FILE