

January 8, 2016

| | |
|-------------------|---|
| DIRECTIVE: | JOB CORPS INFORMATION NOTICE NO. 15-25 |
|-------------------|---|

TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LENITA JACOBS-SIMMONS
National Director
Office of Job Corps

SUBJECT: Groundhog Job Shadow Day 2016

1. Purpose. To provide information and resources regarding Groundhog Job Shadow Day (GHJSD) 2016.
2. Background. GHJSD is a national initiative to engage America's students in employment settings, and to engage businesses and organizations in youth development.

The initiative encourages students around the country to "job shadow" workplace mentors as they go through a normal day on the job. Since 1996, the National Job Shadow Coalition has encouraged young people across the country to explore their futures through career awareness and mentoring opportunities.

Job Corps has participated in GHJSD since 1999. Through job shadowing, students are able to observe firsthand how the skills they learn in the classrooms are used in the workplace. Volunteer mentors are able to provide opportunities to demonstrate on-the-job skills, and highlight their organizations' businesses to young people who will soon join the workforce. Students also receive greater exposure to new jobs and exciting careers, and are able to expand their network of employers.

Job shadow activities are traditionally promoted in conjunction with the annual recognition of Groundhog Day (<http://www.groundhog.org> or http://www.educationworld.com/a_curr/curr050.shtml). Although job shadow activities are planned by many organizations and sponsors either on Groundhog Day or during the week of Groundhog Day, job shadowing can occur any time during the year.

This year, Groundhog Day falls on Tuesday, February 2nd. Job Corps centers may determine which day or days during the week of February 1st will be best for their Groundhog Job Shadow activities.

3. Action. Center Directors should appoint a GHJSD Coordinator for centerwide engagement. Recipients of this Information Notice should coordinate with Center Directors and/or GHJSD Coordinators as soon as possible to initiate planning activities. Pictures of students, staff and mentors participating in GHJSD 2016, accompanied by up to one paragraph of descriptive language for each photograph, should be forwarded to Curtis Massey at massey.curtis@dol.gov with the subject line “GHJSD 2016” by **February 26, 2016**. Please include the name of Job Corps center, coordinator, and coordinator’s contact information in the e-mail.

Coordinators should collect and maintain information of students, staff, mentors, and employers who participate in GHJSD activities, and a list of employers/organizations involved for inclusion in National Campaign Survey to report Groundhog Job Shadow Day, Global Youth Service Day, and Earth Day Every Day activities.

Additional information regarding the National Campaign Survey will be included in the Program Information Notice for Global Youth Service Day and Earth Day, planned for March release.

Addressees are to ensure this Information Notice and all attachments are distributed to appropriate staff.

5. Expiration Date. February 29, 2016.

6. Inquiries. Inquiries should be directed to Curtis Massey at (202) 693-3096 or massey.curtis@dol.gov; or to Andrea Kyle Bobrik at (202) 693-3008 or kyle.andrea@dol.gov.

Attachments

Attachment A – Groundhog Job Shadow Day Resources and Best Practices

Attachment B – Sample Groundhog Job Shadow Day Job Corps Press Release and Media Advisory

Attachment C – Release Forms for students who do not already have one on file.