

July 2, 2008

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 08-02
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TO: ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS

FROM: ESTHER R. JOHNSON, Ed.D.
 National Director
 Office of Job Corps

SUBJECT: Job Corps Youth Ambassador Nominations

1. Purpose. To announce the nomination process for the Job Corps Youth Ambassador (JCYA) initiative, 2008.

2. Background. In January and February 2008, the National Office of Job Corps trained seven students to become youth ambassadors. The initiative created a student speakers' bureau, or "ambassadors" program, to introduce Job Corps to potential workforce and recruitment partners and to reinforce the message with existing partners that Job Corps is a vital resource for workforce recruitment. Every year the youth ambassador pool must be replenished. Ideal ambassadors will be current Job Corps students training in high-growth career areas, students in advanced training programs, and/or students pursuing higher education beyond Job Corps.

Youth ambassadors will share their Job Corps experiences and success stories with select groups of industry and business organizations and all other relevant audiences. Their stories will help recruit new students and educate target audiences about the benefits of Job Corps. A related goal is to have these ambassadors trained and prepared to travel with the National Director for speaking engagements and presentations when needed.

3. Ambassador Selection Criteria. In keeping with the effort to focus on advanced career training and higher education, it will be important to choose students training in high-growth career areas, students in advanced training programs, and/or students pursuing higher education beyond Job Corps.

Applicants should be selected based on the following criteria:

a. ability to maintain a professional attitude and appearance;

- b. accomplishments while in the Job Corps program (academics and career technical training);
- c. ability to provide a moving success story (a “then and now” synopsis);
- d. ability and willingness to travel;
- e. availability to serve as ambassador for his or her length of stay in the program, up to 12 months; and
- f. ability to provide a professional and personal growth plan that demonstrates commitment to her or his education.

4. Benefits. Youth ambassadors will have the opportunity to be the face of Job Corps to diverse audiences in exciting places. The benefits of being selected as a youth ambassador include:

- a. a 4-day, interactive training* in Washington, DC, on public speaking, confidence, and business etiquette, including one-on-one mentoring and the opportunity to meet with the National Director and other Department of Labor officials;
- b. the opportunity to be a keynote speaker at local and/or national professional conferences;* and
- c. opportunities to network and learn about different workforce initiatives.

*All travel-related costs will be incurred by the National Office.

5. Action.

- a. Center Directors should:
 - (1) inform all staff about the Job Corps Youth Ambassador initiative and solicit recommendations; and
 - (2) ensure that recommendation forms are submitted to the appropriate Regional Office by **July 31, 2008**.
- b. Regional Directors should:
 - (1) review applications according to the selection process outlined; and
 - (2) submit two applications to the National Office by **August 15, 2008**.

Addressees are to ensure that this Program Instruction is distributed to all appropriate staff.

6. Expiration Date. August 15, 2008.

7. Inquiries. Inquiries should be directed to Crystal Woodard at (202) 693-3162 or woodard.crystal@dol.gov, or Araceli Curiel at (202) 693-3119 or curiel.araceli@dol.gov.

Attachment

Jobs Corps Youth Ambassador Program – Recommendation Form 2008