

May 28, 2009

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 08-29
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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 2009

1. Purpose. To announce the nomination process for the Job Corps Youth Ambassador (JCYA) initiative for program year (PY) 2009.
2. Background. The JCYA program is a national 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.

During PY 2008, the National Office of Job Corps trained 19 students for its Youth Ambassador program. To date, Youth Ambassadors have spoken or presented at national conferences across the country, including the Workforce Innovations Conference in New Orleans in July 2008, and most recently the Reaching At-Promise Youth Conference in San Diego, California in February 2009.

Every year the Youth Ambassador pool must be replenished as students move on to college and careers in their chosen fields. Centers are asked to nominate top students for the next Youth Ambassador class. Ideal ambassadors will be current Job Corps students training in high-growth career areas, including green jobs training; students in advanced training programs; and/or students pursuing higher education beyond Job Corps. The ideal Youth Ambassador candidate should be committed to at least 6–12 months of training in Job Corps, with an expected graduation date after June 30, 2010.

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.

The PY 2009 Youth Ambassador program will also prepare students to become community service leaders. During their tenure, Youth Ambassadors will plan and execute a center-wide community service event and will prepare a report with photographs and/or video for the National Office.

3. Benefits. Youth ambassadors will have the opportunity to be the face of Job Corps to diverse audiences across the country. Past Youth Ambassadors have shared comments such as: “This was the best thing I have ever been able to do. I learned a lot that I can keep with me for the rest of my life,” and “It was amazing! Even now I still repeat to others the things I learned. Like how to dress, how to shake hands, and how to speak when doing a speech.” The benefits of being selected as a Youth Ambassador include:

- a. a week-long, interactive training in Washington, DC,* on public speaking, business etiquette, and community service, including one-on-one mentoring, career counseling, and sightseeing;
- b. the opportunity for personal and professional development, including employability skills;
- c. learning how to plan and execute a community service project;
- d. the opportunity to network and learn about different workforce initiatives; and
- e. the opportunity to speak or present at local and/or national professional conferences.*

*All travel-related costs will be reimbursed to centers by the National Office.

4. Overview of the Training. The week-long training, scheduled for early fall 2009, will prepare students to deliver a 10-minute speech about their success story in Job Corps. In addition to public speaking skills and public relations, students will learn how to plan and execute a community service project to be completed after the Youth Ambassador training. Other workshops include training on Job Corps’ New Vision, confidence, handling difficult questions, etiquette and image, and resume writing.

5. Ambassador Selection Criteria. Applicants must meet the following criteria:

- a. on-track for or enrolled in high-growth career areas (including green jobs training), advanced training programs, and/or pursuing education beyond Job Corps;
- b. expected Job Corps graduation date is on or later than June 30, 2010;

- c. availability to serve as Youth Ambassador for his or her length of stay in the program, up to 12 months;
- d. accomplishments while in the Job Corps program (academics, career technical training, leadership, and community service);
- e. ability to provide an inspirational story (a “then and now” synopsis);
- f. ability and willingness to travel alone (minors require parent authorization);
- g. ability to maintain a mature, professional attitude and appearance;
- h. completeness and merit of responses to the application questions, including organization, spelling, and grammar;
- i. ability to provide a professional and personal growth plan that demonstrates commitment to her or his educational, personal, and career goals;
- j. willingness to present final speeches after the training at the center; and
- k. willingness to plan and execute a community service project after the training, and submit a report to the National Office within 30 days of the project completion date.

6. Ambassador Application and Selection Process. The application consists of an online submission form, at least two letters of recommendation from a current or former teacher or mentor, and a digital photograph. All application materials must be received by June 25, 2009.

Application

- a. The application is available online at:
https://www.surveymonkey.com/s.aspx?sm=Huuso2i5o0_2byC0uickXiNQ_3d_3d.
- b. Photographs should be e-mailed to curiel.araceli@dol.gov.
- c. Letters may be e-mailed to curiel.araceli@dol.gov or mailed to Araceli Curiel, 200 Constitutional Avenue NW, Room N5437A, Washington, DC 20005.

Selection

Youth Ambassadors will be selected based on the following process:

- a. Application materials are submitted to the National Office by June 25, 2009.
- b. The National Office will forward all eligible applications to regions. Regions will then select three semi-finalists based on the criteria above.

- c. The National Office will conduct video conference interviews of the semi-finalists to select the 12 students – 2 per region – that will form the Youth Ambassador Class of PY 2009.

7. Action.

a. Center Directors should:

- (1) inform all staff and students, via the Student Government Association, about the Job Corps Youth Ambassador program and application cycle; and
- (2) ensure that interested students have access to the online application and that applications are submitted by the deadline, **June 25, 2009.**

b. Regional Directors should:

- (1) review applications according to the selection criteria outlined; and
- (2) forward the names of the top three applicants to the National Office by **July 15, 2009.**

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

8. Expiration Date. July 15, 2009.

9. 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.