



CONNECT TODAY. TRANSFORM TOMORROW.

CareerConnect Program Handbook

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PROGRAM OVERVIEW

The CareerConnect Program through MentoringWorks is a job shadowing experience for high school student's grades 11th-12th in Adams, Webster, Nuckolls, and Clay counties. The CareerConnect Program is for mentees who are interested in learning about on-site job opportunities in their area of interest. While matched with their career mentor the pair will be involved in the typical workday of the mentor, examine the work and lifestyles the career provides, and build a better understanding of that specific working environment. Mentees will also learn about the educational requirements of that position, along with the challenges and benefits of the career. Being matched with a mentor, mentees will gain better self-confidence, improve decision-making skills, improve school performance, and show an improvement in peer and adult relationships.

Program Goals

To meet a pressing need that addresses work-related skillsets and future planning capacities for youth in transition, while building networking opportunities for mentees within the local job community. To identify mentees with an interest in furthering their education to either stay or return to the area to pursue their careers.

Targeted Participants

Student's 16-18 years of age from our partner schools who demonstrates academic, social or career interest. Youth are referred to the program by teachers, guidance counselors, or chose to participate through recruitment events during the school year.

Current Partners

- Manufacturing Pathways Advisory Team
- Hastings Area Manufacturing Association
- Hastings Economic Development Corporation
- Adams, Webster, Nuckolls, and Clay Counties

Current Employers

- ThermoKing
- Bruckman Rubber
- Nebraska Aluminum Castings
- Centennial Plastics
- Eaton
- TL Irrigation
- Eagle Plastics
- Drake Tool and Die
- Pacha Soap
- Hastings Ford
- Flowserve
- Dutton Lainson
- Hastings HVAC
- Johnson-Imperial Construction
- Mary Lanning Hospital
- Pediatric Dental Specialists

Program Description and Activities

The CareerConnect Program is a comprehensive, mentored career exploration opportunity for high school students from Adams, Webster, Nuckolls, and Clay counties. The program works with mentees who are interested in learning about opportunities in manufacturing and private sector jobs. Mentees and their families are often not aware that most manufacturing jobs are accessible, and offer competitive wages, benefits, and promotional opportunities without a four-year degree.

The program builds awareness and connection through mentoring for eleventh and twelfth (11-12th) graders, who are ready to take their exploration to the next level and are interested in on-site training. They are matched with mentors who work in their designated field of choice. The mentee and mentor will meet twice a month for sixty to ninety (60-90) minutes per visit.

During their mentoring meetings, the match may get involved in the daily work of the mentor, examine the work and lifestyle the job provides, connect with other adults and build an understanding of the work environment. They may talk about the educational requirements of that position, the challenges, benefits, and areas for career advancement. The relationship is designed to be mutually beneficial as the mentor has experience of being of service and valued for their knowledge and competency.

The program has great potential to be a groundbreaking model, which previous years have started to demonstrate that evidence. The one-on-one mentoring is eye opening for the mentees where they get to:

- Witness first-hand the reality of the jobsite/business environment.
- Build their knowledge base about potential careers.
- Engage in adult conversation about future career paths, education and training; and
- Test out their own work theories and career interests before investing in career/educational paths.

The surrounding employers benefit from the experience by developing future employment opportunities, increasing the community's understanding and appreciation for their career paths, giving employees a chance to benefit from providing community service, and retaining young professionals within the community.

Training and Support

Every volunteer participates in mandatory training before being matched with a mentee. CareerConnect mentors discuss child safety, cultural diversity, activity ideas, and effective approaches to mentoring with MentoringWorks team members. Additionally, monthly phone calls or bi-annual surveys allow our team time to identify solutions, provide ongoing training, and resources to mentors. Mentors often have questions that may need to be referred on to school guidance counselors, administration, or teachers. Match support contact allows for training and guided conversations, specific to every mentee and mentors unique needs.

Once matched, the mentees and mentors meet at the worksite and spend a minimum of sixty to ninety (60-90) minutes engaged in work-related task, training, or conversations. The mentor may simply have the mentee job shadow him/her while going about regular tasks, or may tour the facility, describe educational paths, converse about time management, or complete work projects.

Intended Outcomes

Currently MentoringWorks aligns our major intended outcomes with those of evidence-based practices that support our mission. These include: every child develops in the area of confidence, competence, and caring. The intent is that the program will increase employability, future wage earnings, participation in the economy, academic achievement, school attendance, and retention in the community.

MENTOR EXPECTATIONS

- Have at least one-year experience in designated field.
- Meet with student a minimum of twice a month for sixty to ninety (60-90) minutes per visit.
- Have mentees shadow you in your place of work.
- Agree to attend scheduled interview with two MentoringWorks team members, when applicable.
- Obtain approval from supervisor to accommodate mentee while at your worksite.
- Agree to mandatory trainings and meetings.
- Complete all aspects of the application process (including background check) to be accepted into the program.
- Communicate with MentoringWorks and mentee immediately, if for some reason you can't make designated match time.
- Never leave designated worksite during meetings.
- In the event of an emergency, mentor must contact the parent/guardian and MentoringWorks immediately and cancel the match for that day.
- Maintain open communication and never ask mentee to keep a secret.
- Never be under the influence of alcohol or controlled substances, nor will mentor ever smoke, chew, vape, or use e-cigarettes in their presence.
- Contact MentoringWorks, in the event of a problem arising with your match relationship.
- Schedule match between mentor and mentee on days that work best for match.
- Abide by MentoringWorks social media policy.
- Agree to mentor an entire year with mentee, unless job location changes
- Only meet during designated meeting times, unless attending MentoringWorks event.

Mentor CareerConnect Application

Please give completed application to your HR department, mail it to 223 East 14th St., Suite 260 Hastings, NE 68901, or email it to the program coordinator at admin@mentoringworksne.org. If you have any questions, please email or call us at 402-463-5652.

First Name: _____ MI: _____ Last Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____ Cell: _____

Is it ok to text you? Yes or No (circle)

Employer: _____ Title: _____ Years of Service: _____

Personal Email: _____ Work Email: _____

Preferred Method of Contact (Phone, e-mail, text): _____

Best Time of Day to Reach You: _____

DOB: _____ Social Security Number: _____ Gender: _____

Driver's License

Yes or No (circle)

State of Issue: _____ License Number: _____ Expiration Date: _____

Race/Ethnicity

Check all that apply

- African American/Black
- Asian
- White
- Latino/Hispanic
- American Indian or Alaska Native
- Native Hawaiian or other Pacific Islander
- Other _____

Do you speak any other language other than English? _____

References

Current Supervisor

Name: _____ MI: _____ Last Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Number: _____ Cell Number: _____

Relationship to Mentee: _____ Years Known: _____

Work or Personal Email Address: _____

Personal Reference

Name: _____ MI: _____ Last Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Home Number: _____ Cell Number: _____

Relationship to Mentee: _____ Years Known: _____

Work or Personal Email Address: _____

Social Media Screening

Please list your social media name/handle for all accounts that you have.

Facebook: _____ Twitter: _____

Snapchat: _____ Instagram: _____

YouTube: _____ TikTok: _____

Mentor Eligibility

(You must be able to answer yes to each of the following criteria in order to be eligible. Please initial each criterion below if you agree to each regulation)

- I am willing to agree to MentoringWorks policies and procedures.
- I agree to commit to MentoringWorks for at least one (1) full school year.
- I can commit to spending sixty to ninety (60-90) minutes per visit twice (2) a month with my mentee.
- I am willing to complete the necessary screening process.
- I have no criminal history.
- I have never been arrested, charged, or convicted of a crime against a child.
- I am not a convicted felon.
- I understand that I will undergo a background check prior to being accepted into the program, which may include abuse and neglect, criminal, and beyond.
- I understand that all my references listed may be contacted.
- I will attend require mentor trainings and meetings.
- I will communicate regularly with the MentoringWorks team.

I understand that this is an application for a volunteer opportunity and is not a promise or commitment by MentoringWorks. I certify that all information I have provided or will provide to the organization, including this application, is true, correct and complete to the best of my knowledge. I certify that I have and will answer all questions to the best of my ability and that I have not and will not withhold any information that would affect my application for the CareerConnect Program.

Signature: _____

Date: _____

Photo and Media Release

I hereby accept the invitation of MentoringWorks to appear and be identified in print in any publication or media production, or grant the right to use the image of the minor child as specified below. I hereby grant MentoringWorks the right to use this image and name (excluding any personal details) as they may desire, in all media ad in all forms including, but not limited to, social media, publications, and televised photography and recording.

In consideration of \$0 to be paid, I hereby grant MentoringWorks the absolute right to use this image in whole or in part, in true or distorted character or form, alone or in conjunction with any other image, name or reproduction, in color or otherwise, for art, advertising, business, trade, or any other lawful purpose whatsoever.

I hereby release MentoringWorks from all claims, demands or liabilities and related financial costs that I may now or hereafter have arising in connection with MentoringWorks exercise of the right hereby granted, with my (or minor child's) appearance in any publication or production. These include, without limitation, claims for compensation, defamation, or invasion of privacy, or other infringements or violations of personal or property rights of any sort whatsoever.

I do **NOT** give permission for my (or minor child's) photo and/or name to be used for publication/media purposes

I **DO** give permission for my (or minor child's) photo and/or name to be used for publication/media purposes

Mentor Signature: _____

Date: _____