Position Title: Junior Apprentice

Responsible to: Junior Apprentice Mentor

Classification/Type: Part-time: 20 hours/week (120 HOURS), Non-Exempt, At Will

Wage: $12.50/Hour

Dates of Employment: July 5 – August 13, 2021

Role Description: Participate in job training workshops (66 hours); participate in literary arts enrichment workshops (18 hours) and complete follow-up assignments (18 hours); intern in one of four Writers & Books departments to practice newly acquired skills and learn others (18 hours).

NB: All activities take place virtually via Zoom. Access to reliable WI-FI and pc, mac, or tablet required.

MAJOR RESPONSIBILITIES

Pre-employment Activity

- Orientation for Apprentices and parents/guardians: Saturday, 6/26, 12 – 2 pm
  - Introductions
  - Zoom tutorial
  - Develop shared agreement
  - Policies and procedures
  - Sexual harassment training, Part 1: Code of conduct
  - Workshop etiquette
  - Financial Literacy, Part One: Maintaining time sheets; direct deposit of paychecks

Job Skills Workshops

- Financial Literacy, Part 2
- Sexual harassment training, Part 2: ADP online tutorial
- Cultural competency
- Conflict resolution
- Computer literacy
- Graphic design basics
- Resume building
- Research
- Expository writing

Literary Arts Enrichment: Three hour interactive workshop every Wednesday to strengthen skills in reading, writing, verbal expression, and critical thinking.

Internships in Communications, Adult Programs, Youth Programs, or Administration

- Learn/provide administrative support
- Research and document
- Draft copy
Qualifications

- Meet RochesterWorks’ criteria
- Ready access to reliable WI-FI and pc, mac, or tablet
- Strong interest in reading, writing, art making, and exploring a career in arts administration
- Reliability
- Flexibility
- Patience
- Curiosity; passion to learn and grow
- Attention to detail
- Ability to work as part of a team as well as independently

Physical Demands: None