



## The CENTER for Young Adults

*helping members overcome internal & external barriers to employment*

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### Drop-In Services

Center staff are available on a drop-in basis to assist members with all things employment related: *completing on-line applications; resume creation & updates; cover letter basics; introductions to job search tools (Not just CraigsList); development of job search strategies/game plans; development of written explanations of criminal histories.* Members are able to schedule one-on-one time with staff as their job search efforts begin to solidify. The Center is beginning a pilot this month to begin providing services to young adults at the Matt Griffin YMCA in SeaTac.

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### Employment Week

Once a month the Center conducts a 4-day employment workshop for members. The workshop focuses on basic tools for gaining employment: *resumes, cover letters, mock interviews & professionalism*. Requirements for participation include: *Center membership; members be motivated to find a job; commitment to attend all 4 sessions; actively participate in class; arrive on time and be professional.* Employment Week incentives include: *bus passes; gift cards; interview clothes & a certificate of completion.* The Center will begin collaborating with the downtown Metro Center to alternate between the two locations to host Employment Week.

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### Employment Support

The Center provides varying resources for members that fall into the following categories: *actively searching for legitimate employment; in need of professional attire for an upcoming interview; currently employed & in need of assistance with transportation to & from work.* The Center is able to provide members with *professional attire for males; vouchers for professional attire for females; gift cards & Metro bus passes.*

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### Job Connections

Twice weekly, the Center shuts down its computer lab for job search activity from 4pm-6pm. Center staff is available in the lab to assist with job search activities. Members are able to print, copy and fax their employment related documents.

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### W.A.G.E.S Internship

*Working to Achieve Growth in Employment Skills (WAGES)* is an 8 week job readiness internship for 18 to 22 year olds struggling with issues around homelessness. The internship provides weekly class curriculum (5 hours) around a variety of employment topics that include: *Microsoft Office basics, resumes, cover letters, workplace etiquette and interactions with managers/supervisors*. Each intern is assigned a job site at a non-profit agency in Seattle where they work 15 hours a week. The current W.A.G.E.S. worksites provide interns with on-site training in the areas of: *screen printing, construction recycling/warehouse, food bank/warehouse & human resources.* The internship is looking to expand beyond non profit worksites & provide additional training opportunities for the interns. The interns work a 20 hour work-week and are paid \$9.00 an hour.

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### Employer Spotlight

**United Parcel Service (UPS)**, through a collaboration with Casey Family Foundations, held a 3 day employment workshop at the Center for members to receive certification for entry level employment with the company. UPS hosted an on-site meeting the last day where various levels of management shared their personal experiences with the firm.