

Youth@Work Internship Program

2025-2026 Information Session

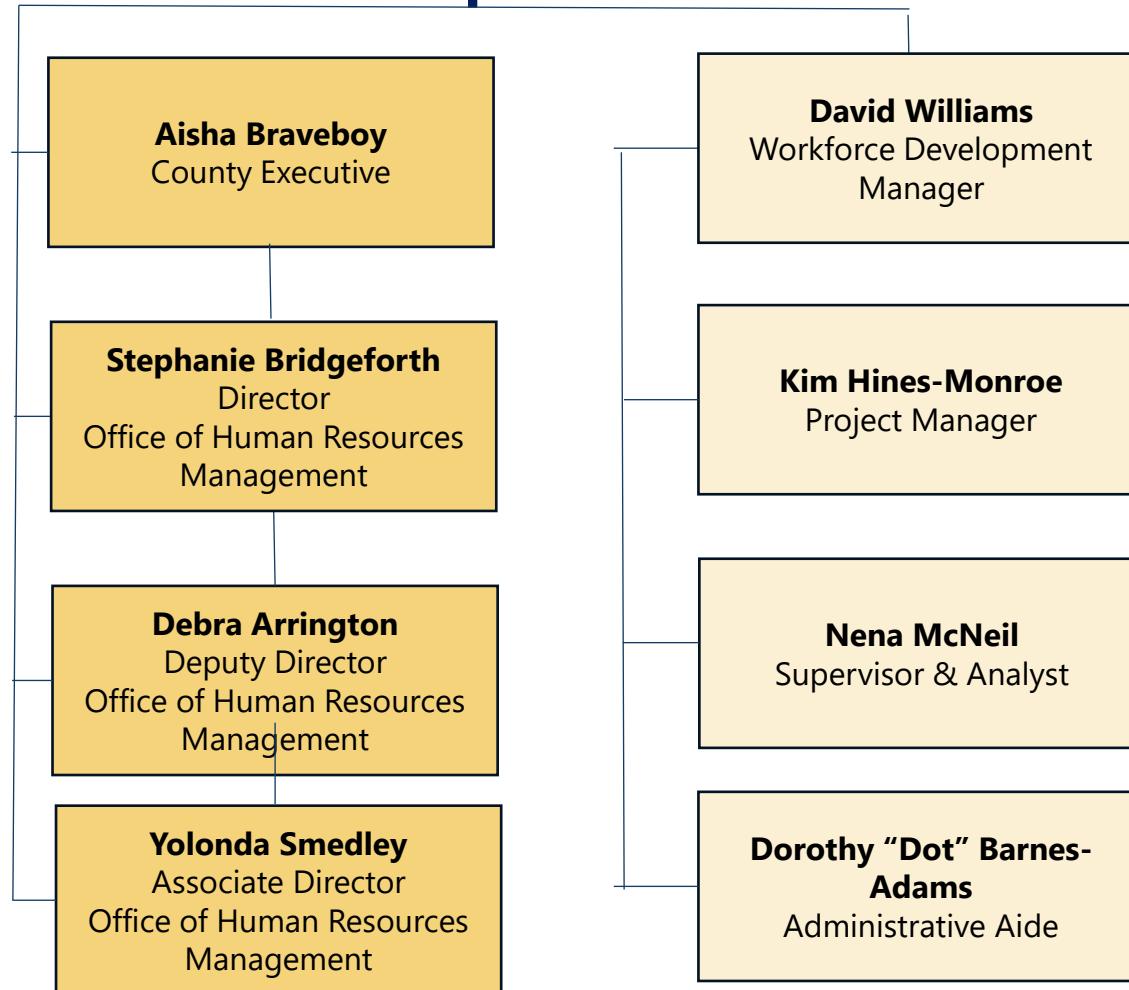


YOUTH@WORK

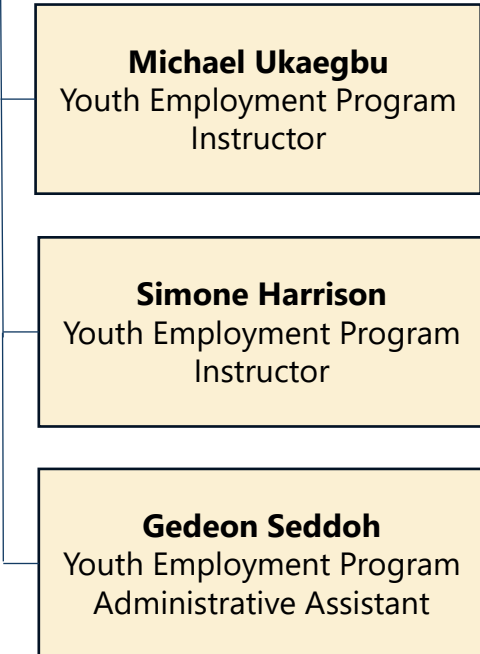


Workforce Development – Youth Services Team

Leadership



Youth Services Team



Meet the Training Team

Michael Ukaegbu

Youth Employment Program Instructor

Simone Harrison

Youth Employment Program Instructor

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Administrative Assistant



2025-2026 Information Session

1. Description

2. Eligibility

3. Benefits & Highlights

4. Career Pathways

5. Process

6. Budget



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1. Description

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1. Description - Overview

The Youth@Work Internship Program:

- Provides an opportunity for employment for Prince George's County young adults ages 18 – 24 as they matriculate from high school or college into temporary or permanent positions within Prince George's County.
- Exposes interns to job/career opportunities within the Prince George's County Government that they may not have otherwise considered, potentially leading to a permanent position and possibly a long-term career.
- Seeks to promote professionalism in Prince George's County Government and enhance the skill level of newly hired employees.
- Develops a pipeline to bring talent to the County and reduce the time-to-fill positions with ready to work talent.

1. Description - Mission

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The Youth@Work Internship Program:

- **Exposes** candidates to temporary and permanent opportunities within Prince George's County Government agencies.
- **Employs** young adults beyond the 6-week Summer Youth Enrichment Program (SYEP) period into 6-month job assignments.
- **Attracts** strong talent in entry-level roles within the Prince George's County Government.

1. Description - Connection

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Youth Development

Prince George's County Government is committed to:

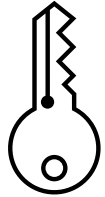
- **Developing** the next generation of workforce professionals by providing early access to career building opportunities and skills training.
- **Fostering** the growth and potential of our County youth by empowering them to transition into productive, career-ready professionals.
- **Retaining** young talent by hiring, placing, and supporting them in meaningful career pathways with the County.
- **Reducing** the time-to-fill positions.

1. Description - Connection

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The Keys to Program Success:



Collaboration between stakeholders who view the Youth@Work Internship Program as a viable source of temporary and permanent talent.

- Obtain **hiring commitments** from partners.
- Reach a **specific annual goal** for the number of interns hired.
- Use **continuous improvement** methodologies to align intern experience with employer qualifications.

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2. Eligibility



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2. Eligibility

Eligible candidates must:

- Be a resident of Prince George's County, Maryland
- Be between the ages of 18 – 24 at the time of application
- Be a former Prince George's County Summer Youth Enrichment Program (SYEP) participant
- Have a high school diploma or be in possession of a high school equivalency certificate
- Have of a 2.5-grade point average or better
- Complete an application to include a short summary of their reason for wanting to participate in the program
- Conduct an interview with an agency representative (if progressed)

Organization specific requirements may include:

- Completion of a skills and/or behavioral assessment
- Passing a pre-employment background process

3. Benefits & Highlights

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3. Benefits & Highlights

Benefits for the County:

- **Discover new talent** - Interns are eager for a chance to develop new skills and are highly motivated to learn.
- **Introduce potential talent to the County's opportunities** - The internship period is an excellent opportunity to see if there's a good fit between the intern's skills and abilities and the County's needs.
- **Increase productivity** – Interns can assist with projects that need further development. Interns can start with simple tasks and other responsibilities can be added as they learn and grow.
- **Gain a fresh approach** - While internships are about giving new talent a chance to learn, interns may offer some new ideas for improving internal processes.
- **Give current employees a chance to be mentors** - Internship programs can also benefit employees who are ready to step up their responsibilities. As mentors, they can apply their leadership and management skills and learn how to delegate, assess performance and offer guidance and feedback.
- **Time to Fill Initiative** – Reduce the time to fill critical positions throughout the County.

3. Benefits & Highlights

Benefits for the Intern:

- Increases experience on a resume
- Gains insight into the County operations
- Applies skills to real-life situations
- Builds agency specific skills
- Develops a network of contacts
- Attains career exposure and experience
- Identifies further areas of interest
- Gains exposure to various departments to enhance their perspective of County operations
- Positions intern to increase their minimum qualifications to attain a full-time job

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4. Career Pathways

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4. Career Pathways

The Youth@Work Internship Program:

- Consists of eight (8) disciplines through the program
- Each discipline offers a unique set of opportunities that are career focused
- Availability of opportunities through each discipline is dependent on the work an intern will be assigned in each agency



4. Career Pathways

The **Budget Management and Finance** provides **opportunities to:**

- Prepare annual operating budgets
- Prepare Capital Improvement Program budget
- Review the County's fiscal policies and procedures
- Evaluate financial and managerial systems
- Manage accounts receivable and accounts payable services
- Conduct financial transactions
- Review risk assessments
- Attend and represent the County at leadership meetings

Educational Qualifications:

- Bachelor's degree in the budget, finance, accounting, finance, quantitative analysis, economics, or business/public management

Must-Have:

- Strong written and oral communication skills
- Strong math and analytical skills
- Proficient in Excel spreadsheets, including formulas

Pathway to Career Fields:

- Accountant
- Budget Management Analyst

Length of Internship:

- 6 months

4. Career Pathways

The **Community and Customer Relations Internship** provide opportunities to:

- Ensure residents are connected with government resources
- Attend and represent the County government at community events
- Respond to residents on the telephone and assist with resolving issues
- Research complaints and make appropriate referrals
- Prepare written responses for the Director's or County Executive's signature
- Assist residents with varying backgrounds, diversity issues, and problems

Educational Qualifications:

High school diploma or equivalent

Must-Have:

- Strong written and oral communication skills
- Strong listening skills
- Demonstrated knowledge of using Microsoft Office Word

Pathway to Career Fields:

- Administrative Aide
- Call Center Representative
- Citizen Services Specialist

Length of Internship:

- 6 months

4. Career Pathways

The Environmental Services Internship provides opportunities to:

- Plan work addressing a wide range of issues relating to pollution, environmental land use, and solid waste management
- Analyze data or situations to determine an appropriate course of action from many alternatives
- Assist in the preparation of background materials and data for the formulation and implementation of the County's planning/program development
- Participate in outreach to the public and at various public/private events to educate stakeholders on issues having a Countywide impact

Educational Qualifications:

- Bachelor's degree in urban and regional planning, urban design, civil engineering, economics, business or public administration, environmental science, or political science

Must-Have:

- Strong written and oral communication skills
- Strong listening skills
- Demonstrated knowledge of using Microsoft Office Word

Pathway to Career Fields:

- Planner
- Engineer

Length of Internship:

- 6 months

4. Career Pathways

The Government Operations Internship provides opportunities to focus on one of the following areas:

Human Resources Management

- Work in one or more of the following fields - classification, compensation, examination, talent acquisition, benefits, retirement, employee/labor relations, training & development

Procurement and Contracting

- Monitor in-house inventory movement, review requisition orders, prepare and maintain purchasing files, compare prices, specifications and determine the best bid among suppliers

Public Policy and Legislative Support

- Conduct research and fact-based data, assist with developing legislation, reviewing legislation and determining impact to the County, provide guidance and support to the various County Executive initiatives

Educational Qualifications:

- Bachelor's degree in human resources, psychology, organizational development, procurement, marketing, economics, retailing, public policy, business or public administration, or field related to the internship

Must-Have:

- Strong written and oral communication skills
- Strong listening and decision-making skills
- Demonstrated knowledge of using Microsoft Office Word

Pathway to Career Fields:

- Human Resources Analyst
- Procurement Officer
- Public Policy Analyst (Admin Asst.)
- Legislative Analyst (Admin Asst.)

Length of Internship:

- 6 months

4. Career Pathways

The Health and Human Services Internship provides opportunities to focus on one of the following areas:

Health and Wellness, Behavioral, Environmental, and Family Health

- Provide primary prevention to reduce the incidence of communicable diseases, assist in clinics, investigate cases involving infectious diseases, implement nutrition education to the public, and assist clinicians with various tasks

Older Adults, Children, and Families, Individuals with Disabilities, Protective Services, Domestic Violence

- Collect, analyze, and summarize data relating to the administration of an assigned program, participate in community development research, provide information to clients regarding programs and services, assist with providing emergency assistance to families, food supplement, medical assistance, and temporary cash

Educational Qualifications:

Bachelor's degree in biology, counseling, physical or social science, nursing, social work, social service, sociology, psychology, or field related to the internship

Must-Have:

- Strong written and oral communication skills
- Strong listening and decision-making skills
- Demonstrated ability to work with a diverse population – race, ethnic, economic, gender

Pathway to Career Fields:

- Disease Control Specialist
- Community Developer
- Community Health Nurse
- Counselor
- Environmental Health Specialist
- Nutritionist
- Social Worker

Length of Internship:

- 6 months

4. Career Pathways

The Infrastructure and Development Internship provides opportunities to:

- Plan work addressing a wide range of issues relating to economic or transportation
- Collect, compile, and analyze population, transportation, housing, land use, and other factors and develops project reports
- Review submitted plans, documents, and projects to determine if they meet required regulations
- Participate in outreach to the public and at various public/private events to educate stakeholders about issues having a Countywide impact

Educational Qualifications:

- Bachelor's degree in urban planning, urban economics, business administration, environmental science, or political science

Must-Have:

- Strong written and oral communication skills
- Strong listening skills
- Demonstrated knowledge of using Microsoft Office Suites

Pathway to Career Fields:

- Planner
- Engineer

Length of Internship:

- 6 months



4. Career Pathways

The **Information Technology** Internship provides opportunities to:

- Assist with compiling project status reports
- Ensure IT activities comply with policies and procedures
- Present information on IT business solutions
- Serve as Help Desk Technician
- Assist with creating websites

Educational Qualifications:

- Preferably Certifications in CISM, CRISC, CCNA, CCT, CSM, Comp TIA A+, Microsoft 365 Fundamentals
- May have a Bachelor's degree in IT, business, or public administration

Must-Have:

- Knowledge of computer systems and troubleshooting
- Web development

Pathway to Career Fields:

- Help Desk Technician
- Information Technology Project Coordinator

Length of Internship:

- 6 months

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4. Career Pathways

The **Public Safety** Internship provides opportunities to focus on one of the following areas:

Corrections

- Work in a correctional facility
- Participate in academy and in-service training
- Conduct scheduled head counts to ascertain accurate accountability of inmates
- Check security and safety devices of the facility to ensure devices are optimally operable

Homeland Security

- Operate a workstation comprised of multiple computer systems
- Initiate calls for service
- Receive incoming requests for emergency and non-emergency assistance
- Provide emergency pre-arrival and post-arrival instructions to the caller

Law Enforcement

- Attend and actively participates in classroom and practical instruction
- Provide assistance to various Commanders
- Provide support for special events, programs, and projects

Educational Qualifications:

- High School diploma
- Law Enforcement Interns must be age 21

Must-Have:

- A strong desire to work in a public safety environment
- Knowledge of the geography of the County
- Ability to understand and carry out complex oral and written instructions
- Ability to deal courteously and effectively with others
- Ability to pass a pre-employment physical examination and background investigation
- A driver's license

Pathway to Career Fields:

- 911 Emergency Call Taker and Dispatcher
- Correctional Officer
- Deputy Sheriff
- Police Officer

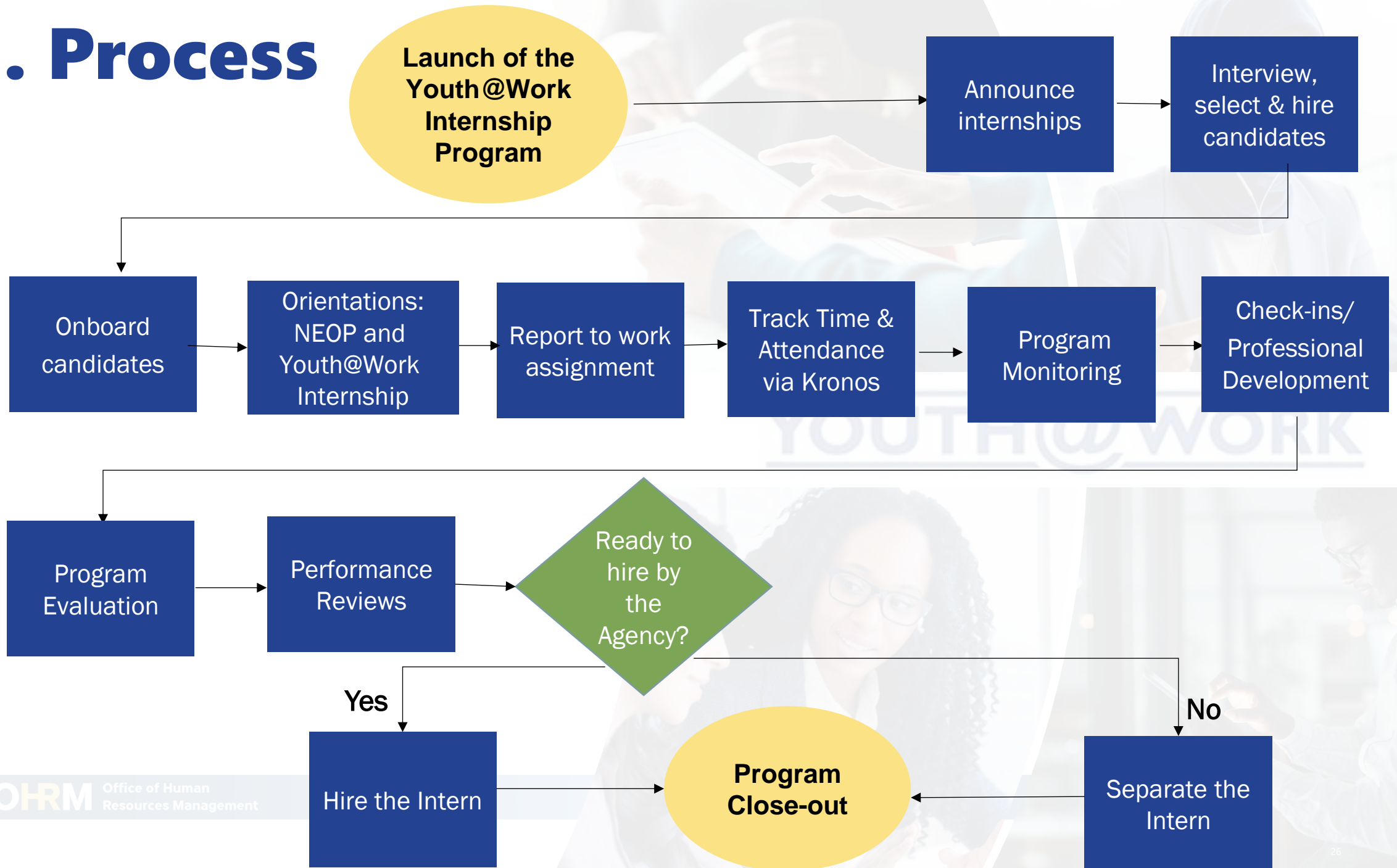
Length of Internship:

- 6 months

5. Process

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5. Process



5. Process

Announce Internships

Announce the position

- Applications will be opening August 26th, 2025, and closing September 9th, 2025.
- There will be two interested youth information sessions including:
 - August 20th, 2025
 - September 3rd, 2025

5. Process

Track Time & Attendance via Kronos

Interns will be set up in the Kronos Time and Attendance System

- The Human Resources Liaison (HRL) will ensure that Kronos accessible to interns.

Interns will complete the Kronos Training

- This training is designed to build familiarity in understanding how to use Kronos.

Interns will sign-in and out daily via Kronos

- Similar to other Prince George's County Government employees, interns will follow the same protocol for tracking time.

Each intern would need to complete the following Kronos Trainings:

- Kronos Overview of the Navigator
- Kronos Using the InTouch Terminal
- Kronos Using the WEB Navigator

5. Process

Check-Ins and Professional Development

Purpose: To provide opportunities for the intern to feel connected and develop through a successful internship

Cohort Monthly Check-Ins:

- Youth@Work Internship Program Staff will host monthly check-in sessions with the cohort
- These check-ins provide interns with the opportunity to have “face-time” with the cohort
- Program Trainers implement training competencies on topics that align with the intern experience
- Program Staff obtain feedback on the experience and gather information for program enhancement

Individual Intern Monthly Check-Ins:

- One-on-one check-ins between Program Staff and interns are mandatory
- These conversations are guided by a review of newly developed goals, objectives, and performance plans
- Provide meaningful insight into understanding what is working or not working on site to help reach career goals
- Establish a safe and open space that encourages dialogue about the workplace experience without fear of judgement or retaliation

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5. Process

Check-Ins and Professional Development

Purpose: To provide opportunities for the intern to feel connected and develop through a successful internship

Professional Development:

- Co-curricular Trainings:
 - Designed to introduce topics adjacent to the traditional learning opportunities to further explore personal and professional development
 - Hosted every other month to enhance the learning opportunities aligned with on-the-job training received at the intern's work site
 - Engagement opportunities with external professionals on core topics to develop workforce skills
- Executive Conversations:
 - Curated discussions with Prince George's County Government professionals in leadership roles
 - Exposure to inter-agency leaders
 - Networking opportunities with seasoned professionals who are invested in supporting the growth and development of interns in the program

5. Process

Check-Ins and Professional Development

Agency Mentor

You'll be paired with a mentor at your assigned agency. Your mentor is there to:

- Help you understand how the agency works
- Be a go-to person for advice, questions, or challenges
- Support your growth and career goals
- Brainstorm ideas and talk through strategies with you
- Encourage you to build confidence and a growth mindset

5. Process

Capstone Project Development & Presentation

Overview: The capstone project provides interns with a valuable opportunity to develop leadership skills and apply critical problem-solving strategies in real-world scenarios that impact Prince George's County.

Completing the capstone:

- Equips interns with practical leadership experience
- Sharpens problem-solving abilities
- Develops presentation skills
- Creates a tangible sample of work to showcase to potential employers

Project Goals:

- Identify a real issue within the agency or across Prince George's County
- Research the problem
- Propose a thoughtful solution
- Present ideas to an audience of intern peers
- Propose a realistic and creative solution



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5. Process

Program Evaluations

Collect, track and analyze program's statistics

- To ensure our program is effective is to track and analyze related data. This is critical to success—from ensuring we are attracting and securing the interns we want to determining how effective our program is at converting interns into full-time hires
- Provide evaluations to agencies that hosted interns.
 - Obtain feedback on successes and ways to modify the program

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5. Process

Performance Reviews

Purpose:

- An accurate and actionable evaluation of performance
- Development of the intern's skills in line with job tasks

Quarterly Performance Reviews

- As an intern, you will be given tasks in which your performance will be assessed to make an informed decision about whether to offer the intern a full-time job.
- The agency supervisor can document performance using the NEOGOV Perform module
- Performance reviews will be used as a factor to recommend your hiring or separating from the agency

Showcase Work Through Presentations/Expo

- Interns will be provided opportunities for agencies to recognize your work.
- Interns will be able to demonstrate your achievements but also showcases the internship program to all employees.

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5. Process

Hire or Separate

Hire Intern

- Youth@Work Internship team confirms the hire two months from the end of the internship
- Agency HRL prepares a request to OHRM to noncompetitively appoint an intern to an approved/funded position
- OHRM reviews the intern's qualifications and approved or makes recommendations for a class of work – a formal written response is provided
- Agency HRL prepares an offer letter for the intern to accept a permanent position
- Upon acceptance of the offer, the HRL schedules the intern for NEOP and status changes in SAP

Separate Intern

- If the intern elects to separate, a resignation notice with reason is provided by the intern.
- The agency HRL will process the separation and provide the Youth@Work Internship Program with supporting documentation
- If the agency initiates the separation, the HRL will prepare a notification of separation from the program
- OHRM will review the performance reviews in NEOGOV Perform if performance related
- The agency HRL will provide the Youth@Work Internship Program with supporting documentation

Exit Interviews:

- Face-to-face, virtual meeting, or by phone; a real-time exit interview is done by a member of the Youth@Work Internship Program team
 - This is a way to gather feedback on the intern's experience and to assess their interest in coming back if they leaving for college or the reason for not staying
 - Having the intern fill out an exit survey and discussion it at the exit interview gives some structure to the conversation

Stay Connected:

- The agency should continue to foster a relationship with its interns throughout the academic year. If the agency has extended a job offer to the intern, they should stay in touch: It is a long time between fall when they go back to campus, and spring, when they graduate and are ready to start work

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6. Budget

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6. Budget

Budget Source and Projection

Federal Fiscal Year	Number of Interns	Total Hours	Hourly Cost
2023	N/A	N/A	N/A
2024	20	2080	\$18.00
2025	37	2080	\$18.00
2026	25	2080	\$18.00

With additional funding awarded, the Youth@Work Internship Program is projected to be funded through 2027.



6. Budget

Classification

Two (2) classes of work have been created to differentiate Youth@Work Summer Youth Enrichment Program (SYEP) participants from the internship participants who may transition into a County position.

- Youth Intern (Youth@Work Internship Program)
- SYEP Intern (Summer Program)



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Upcoming Timeline

Activity	Date
Youth Information Session 1	August 20, 2025
Internship Application Submission	August 26 – September 9, 2025
Youth Information Session 2	September 3, 2025
Interviews and Selection by Agency	September 17 – October 3, 2025
Intern Orientation and Onboarding	October 20, 2025
Intern Reports to Agency	October 21, 2025

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