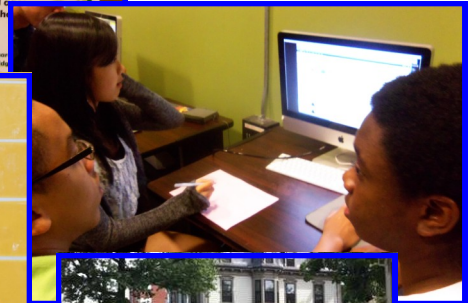


# MSYEP 2012

Mayor's Summer Youth Employment Program

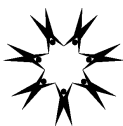
## Annual Report



CITY OF CAMBRIDGE

DEPARTMENT OF  
HUMAN SERVICE  
PROGRAMS

OFFICE OF  
WORKFORCE  
DEVELOPMENT





## MAYOR'S SUMMER YOUTH EMPLOYMENT PROGRAM

# MSYEP in Brief

The Mayor's Summer Youth Employment Program (MSYEP) has been providing first or early work experiences for Cambridge residents ages 14-18 since the 1970s. For the last 17 years, the program has been managed by the Office of Workforce Development.

During that time, the program has more than doubled in size. In 2012, MSYEP provided jobs for over 950 teens at 135 non-profit and government agency worksites.

MSYEP participants work for 20 hours per week, for six weeks each summer. Each week they participate in a 21st Century Skills-based youth development workshop led by one of MSYEP's Youth Counselors. In addition, participants have the opportunity to visit local colleges, attend financial education workshops, and take part in a variety of social activities.

MSYEP's 135 worksites provide youth with opportunities

in administrative work, maintenance work, childcare, the arts, public safety, media production, elder services, library services, environmental programming and more.

Teens are assisted at their jobs, both by their worksite supervisors, and by their counselors, who visit most sites on a daily basis to provide advice and support.



Teen employees at the start of their shift as Junior Counselors at the Cambridge Community Center

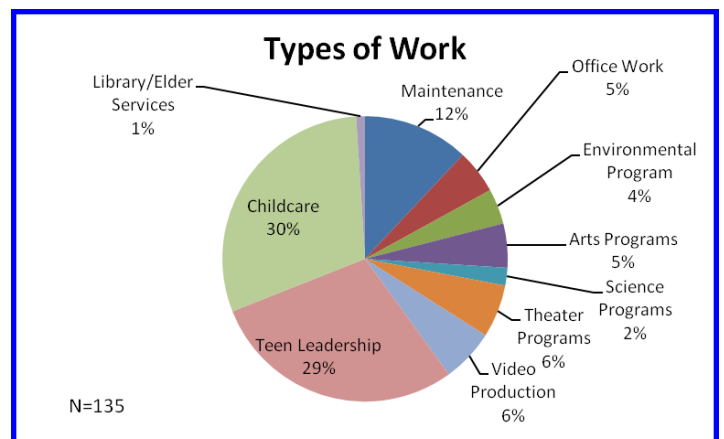
## Worksites

MSYEP partners with dozens of City of Cambridge departments, other government agencies, and local non-profit organizations to provide meaningful, well-supervised work experiences for our teens. MSYEP worked with 135 worksites this summer.

22 worksites received special Summer Work and Learning (SWL) designation and funding from the Office of Workforce Development. SWL worksites provide project-based programming with a particular focus on youth development.

The pie chart below shows a breakdown of the types of work youth performed this summer. The handful of elder-care positions added up to less

than half a percent of positions.



# Worksites

## Summer Work and Learning

This year's Summer Work and Learning Projects:

### **Alewife Reservation Ecology Camp**

Teens completed water sampling, flora research and other environmental exploration of the Alewife Reservation.

### **Beyond the 4th Wall**

Participants designed and staged a full production of the Broadway musical, "Jesus Christ, Superstar."

### **Breakthrough Cambridge**

Older teens worked in classrooms, designing and delivering high quality lessons, while younger teens participated in internships.

### **Cambridge Arts Council's Public Art Youth Council**

Teens researched public art installations around the city and presented their thoughts about public art in Cambridge.

### **Cambridge Community Television (CCTV)**

Participants learned storytelling techniques and produced both fictional and documentary short films.

### **Cambridge Educational Access Television**

Young people learned online journalism skills and then wrote and filmed environmentally-minded news stories.

### **Cambridge Youth Enrichment Program**

Teens worked as Camp Interns, with specialized training in writing lesson plans and developing youth enrichment programming.

### **CityLinks**

Immigrant teens worked in specialized internships and attended a variety of skill-building workshops.

### **CityPeace**

Teens at the Moore Youth Center put together a dramatic performance in response to issues of turf violence in Cambridge.

### **Community Art Center's Teen Media Program**

Teens created their own short films, with hopes of participating in CAC's annual *Do It Your Damn Self!* Youth Film Festival.

### **Creative Action Project**

Young women explored themes of empowerment and education through the arts.

### **Girls Taking Action**

Teens participated in workshops, field trips and projects exploring what it means to be accomplished young women.

### **Just A Start**

Teens split their summer between enrichment workshops in the classroom and community improvement work in the field.

### **Leaders in Action**

Youth worked on an awareness campaign relating to a social issue of concern to the youth of Cambridge.

### **MetaMovements**

Participants learned dance, teaching, marketing and event-planning in order to host Salsa in the Park community events.

### **My City, My Voice**

Participants explored their own relationships with their city and shared their discoveries through an artistic performance.

### **New England Aquarium**

Interns learned about marine biology through their work in a variety of departments at the Aquarium.

### **Team GreenSense**

Youth explored a variety of environmental issues through projects, field trips and workshops.

### **Underground Railway Theater's Youth Underground**

Teens researched and presented a play about money and finance and their influence on our lives.

### **Workforce Summer College Immersion Program**

Youth completed college essays, practiced college interviews, and visited a variety of schools throughout New England.

### **Youth Action Corps of Transition House**

Young people worked to identify new and creative ways to address and prevent teen dating violence.

### **Youth Police Academy**

Participants learned basic police work, including processing crime scenes, understanding the law and building physical fitness.



# Staff

The MSYEP management team included the Senior Youth Programs Manager from the Office of Workforce Development and two Assistant Coordinators, one in charge of Payroll and Personnel, the other in charge of Program Operations.

The management team interviewed 72 candidates for Senior Counselor

and Counselor positions with the program.

Five Senior Counselors were selected from returning staff who expressed an interest in mentoring their peers, and 22 additional Counselors were selected. Counselors and Senior Counselors visited worksites and wrote site visit reports daily, planned and delivered weekly youth development workshops, and dis-

tributed and collected time-sheets and other necessary paperwork. In addition, Senior Counselors organized payroll documents, led small group staff meetings and helped facilitate portions of staff training.

Of the 29 staff hired for the summer, 25 were current Cambridge residents and 28 had prior experience with MSYEP.

## Staff Training

MSYEP pursues two-tiered training, supporting teens in their first jobs while supporting staff in their first exposure to professional youth work.

As in previous years, MSYEP staff received training covering: adolescent development; workplace skills and etiquette

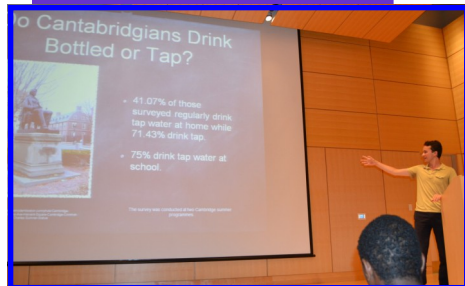
for teens; recognizing signs of child abuse or neglect; diversity awareness; and classroom management.

This year, in an effort to tie-in more closely with the broader goals of the Department of Human Service Programs, MSYEP staff also participated

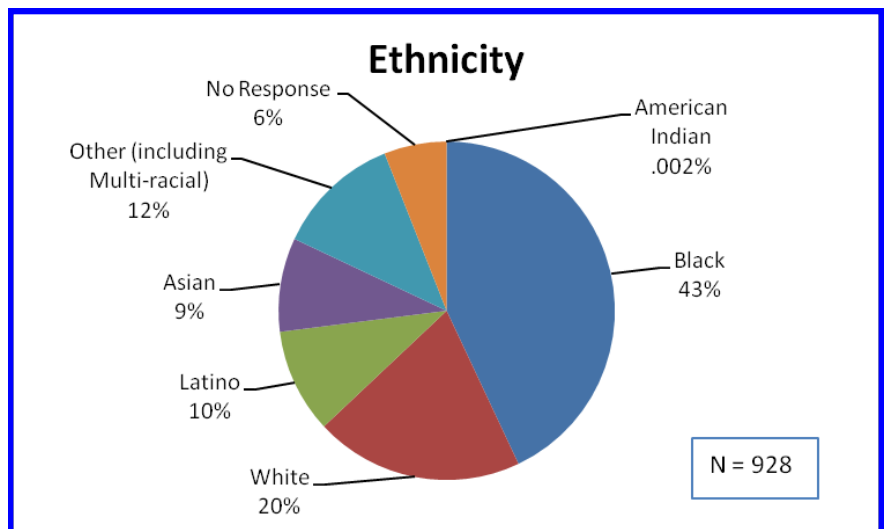
in cross-divisional trainings on inclusion, which exposed staff to important information and staff from other divisions.

# Youth

MSYEP's youth participants are as diverse as the city itself. This year's population was nearly an even split between young men and women. More information about our participants can be found in the graphs below and on the following page.

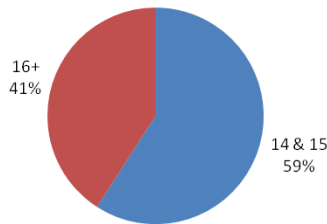


A teen employee from the Mayor's Office presents at the MSYEP Showcase



### Ages

■ 14 & 15 ■ 16+

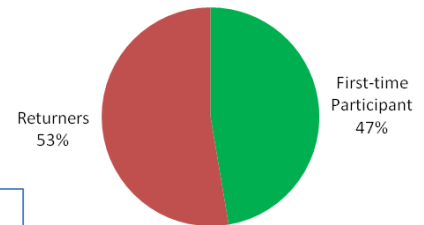


N= 944  
\*Enrolled  
Participants

The graphs at left and right show numbers for first-time participants and younger participants, both target populations for MSYEP.

### First-Time Participants

■ First-time Participant ■ Returners



N= 944  
\*Enrolled  
Participants

## Youth Development Workshops

MSYEP requires teens to attend five youth development workshops each summer. Counselors plan a workshop each week, which they may offer multiple times in order to accommodate the schedules of all of the teens on their caseload.

Since 2009, MSYEP has aligned our workshops to the 21st Century Skills framework.

Each workshop focused on a different topic:

Week 2: Accountability

Week 3: Communication

Week 4: Networking

Week 5: Job Searching

Week 6: Reflection

There is no workshop during the first week, to allow all parties to

get settled. MSYEP has developed two sets of curricula, to be used in alternate years, enabling returning teens to revisit the topics with fresh activities.



Participants show off some non-verbal communication after their **Communication** workshop

## Enrichment Activities

Each summer, MSYEP offers a series of additional activities to help participants increase their 21st Century Skills and job readiness.

This year, these included:

**Four Financial Education Workshops**, each made up of two two-hour sessions, hosted and led by Cambridge Savings Bank. More than 170 young people participated.

**Five College Tours** to local educational institutions. This year, more than 200 teens attended at least one college tour. MSYEP visited Bunker Hill Community College, Berklee College, Tufts

University, Lesley University and Wentworth Institute of Technology.

Our annual **Ice Cream Social** networking event, where over 180 teens had to practice their networking skills before they could sit and relax with peers and staff over ice cream sundaes.

In addition, 45 teens worked alongside staff and volunteers to serve meals to seniors at the **Annual Senior Picnic** in Harvard Yard co-sponsored by the Mayor's Office and Harvard University; more than 85 teens practiced their presenta-

tion skills to an audience of nearly 200 people at our 2nd annual **MSYEP Showcase** event; Over 100 teens participated in our annual **Basketball Tournament**, which was co-sponsored as a Peace Fair with the City Peace program; and 80 teens were recognized for overall excellence or dramatic improvement at our **Best of the Best** ceremony, held at the Cambridge Public Library.



Youth and staff attend an info session during the **MSYEP** tour of Tufts University

# Partnerships

Each year, MSYEP seeks to build partnerships with other agencies providing youth with meaningful experiences, in an effort to ensure that no Cambridge resident misses out on an opportunity to learn and grow because of the commitments required by an MSYEP job. Partnerships this year included:

## Biogen Idec

As in previous years, MSYEP paid teens already enrolled in both MSYEP and the Biogen Community Lab program for their week spent at the Community Lab, allowing teens to avoid having to choose between the two.

## Cambridge Savings Bank

As mentioned elsewhere, Cambridge Savings Bank was able to offer Financial Education workshops to MSYEP staff and teens, ensuring that over 170 young people left the program with a better understanding of savings, debt, credit, fiscal security, and identity fraud.

## Rise Up

Rise Up, the Cambridge Public School's program for rising 9th graders in need of additional academic supports, used grant funding to incorporate community service learning and workplace skills into their expanded curriculum. In exchange, MSYEP was able to pay teens for that portion of their time, encouraging participation in both programs for eligible youth.

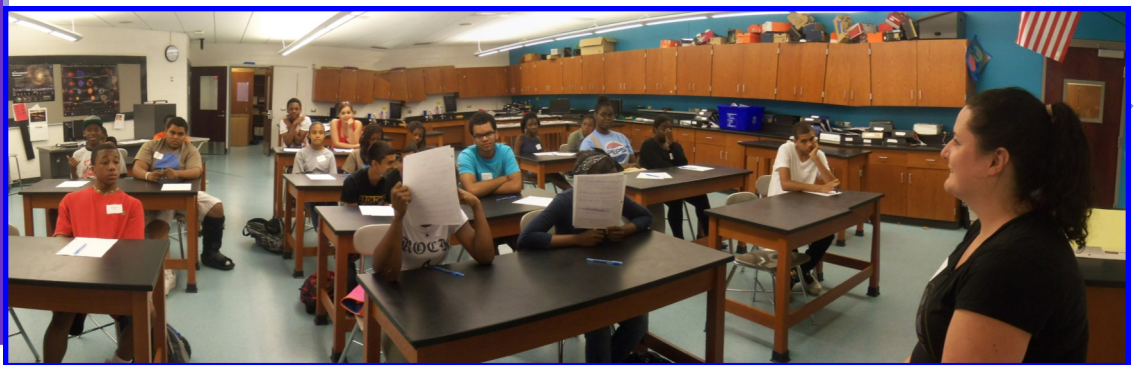
## Upward Bound

Upward Bound, which provides academic supports and life-skills training to Cambridge teens year-round for five years, becomes a residential program during the summer, with Cambridge teens living on campus at Wellesley. MSYEP continued its commitment to pay Upward Bound teens for a portion of their time, allowing them to have a job despite being on campus.

Digital Independence is a youth-founded non-profit doing computer diagnostics and repairs, and an MSYEP worksite each summer



Some incoming Cambridge Rindge and Latin freshmen worked and got a head start on high school through MSYEP's partnership with Rise Up



# Feedback

MSYEP solicits feedback from youth participants, worksite supervisors, and staff in an effort to continue improving the program year after year. The following pages share information gleaned from our end of summer surveys.

## Worksite Supervisor Feedback

Worksite supervisors reported the highest level of satisfaction with the following program areas:

- MSYEP support of Worksite Rules (87% Very Satisfied)
- Relationship with Counselor (85% Very Satisfied)
- Relationship with youth employee (83% Very Satisfied)
- Clarity of the youth workers' role (83% Very Satisfied)
- Clarity of the counselors' role (83% Very Satisfied)

Most employers were satisfied with their youth employees because they:

- Worked well in a team
- Communicated effectively

If employers were dissatisfied with their youth employees, it was because (ranked):

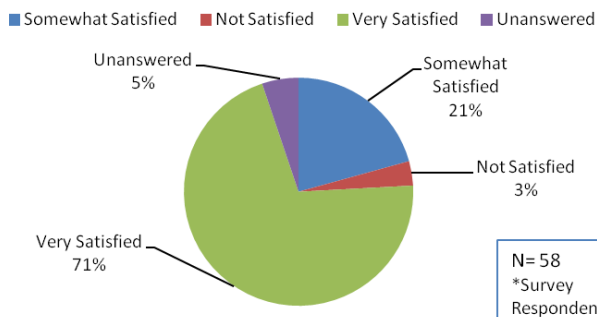
- They didn't inform supervisors about tardiness or absence
- They didn't take the initiative to learn new skills
- They were frequently late or absent

98.2% of all worksites surveyed said they would participate again (all but one).



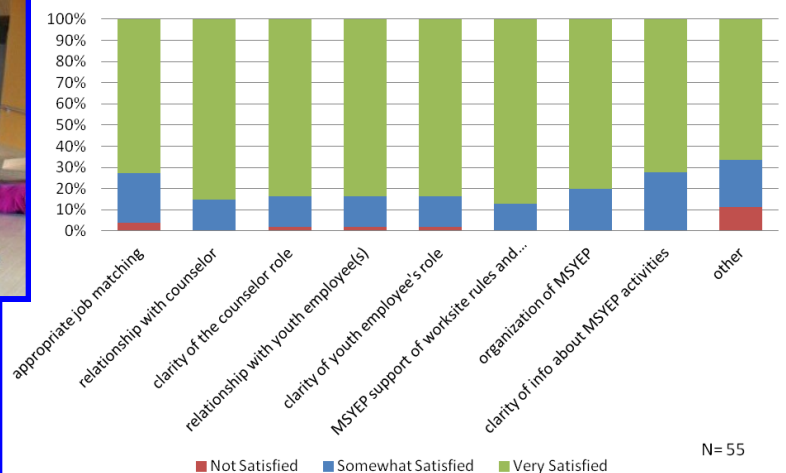
**A youth employee serves lunches at the annual Senior Citizen Picnic in Harvard Yard**

### Satisfied with Your Youth Employee?



**Teen employees in the Girls Taking Action program learned self-care during on-site yoga classes.**

### Supervisor's Level of Satisfaction in the Following Program Areas:





## Youth Feedback

MSYEP received 469 completed youth surveys, nearly a 25% increase in the number of responses over last year.



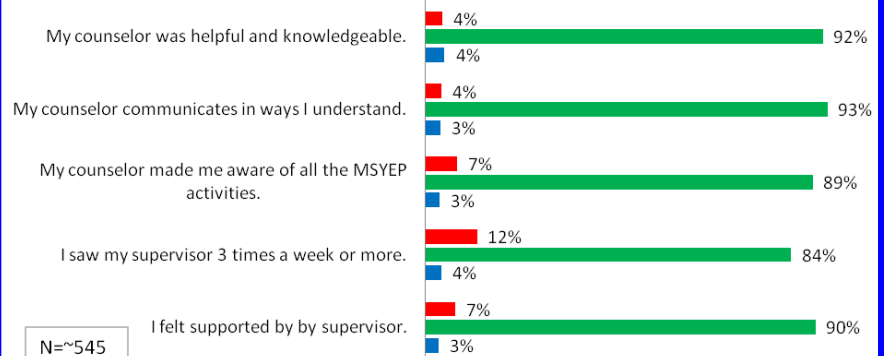
**A teen from the MSYEP Yearbook worksite takes pictures at the MSYEP closing celebration**



**Youth participate in an icebreaker activity at the MSYEP kick-off Field Day**

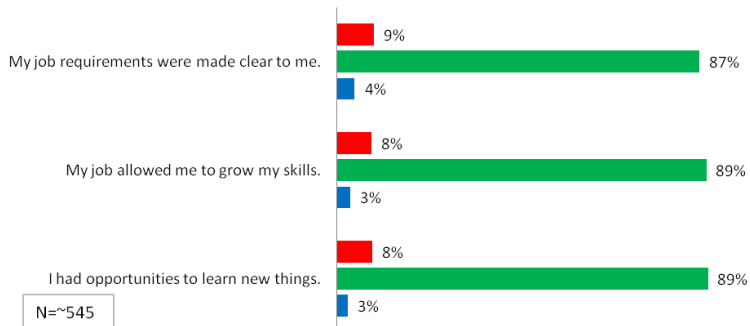
### Youth Reflections on Supervisor & Counselor Relationships

■ Disagree/Strongly Disagree ■ Agree/Strongly Agree ■ Unanswered



### Youth Reflections on Job/Workplace

■ Disagree/Strongly Disagree ■ Agree/Strongly Agree ■ Unanswered



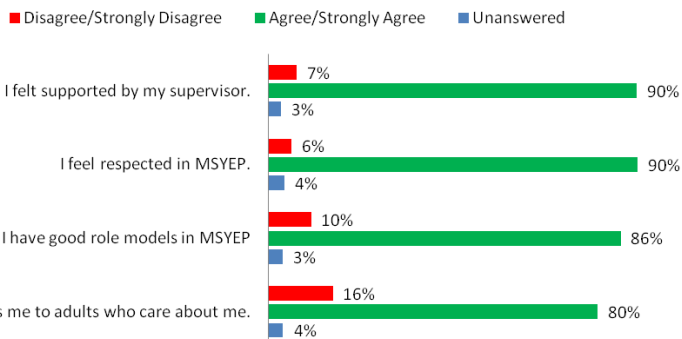
**Transition House's Youth Action Corps performs a step routine at the MSYEP Showcase**



## Additional Youth Feedback

N=~545

### Youth Reflections on Support in the MSYEP Program

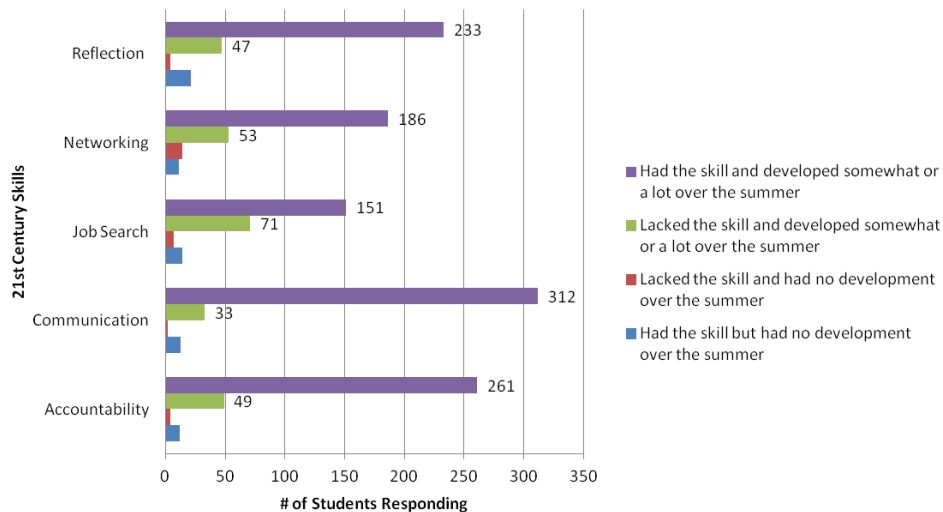


The 2012 Best of the Best Awards were presented in August, recognizing overall excellence or significant improvement by teen employees.

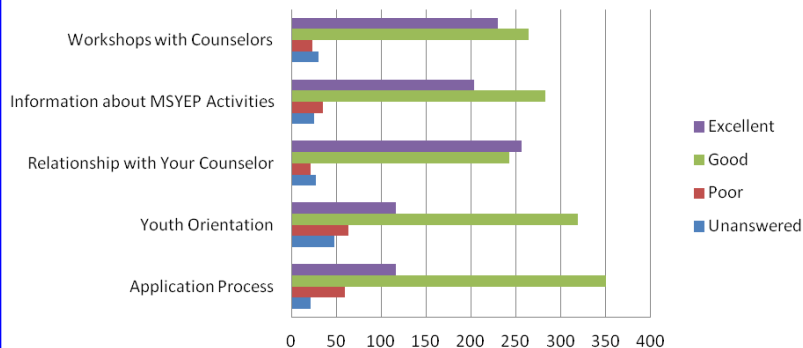


Teens learn police work and procedures as part of the Cambridge Youth Police Academy

### Youth Reflections on 21st Century Skill Development



### Youth Ratings on Program Elements



The DJ gets the crowd excited during the MSYEP Closing Celebration at the Sheraton Commander Hotel

# Plans for 2013

While we're proud of numerous improvements and success in new areas in 2012, we already have improvements in mind for 2013.

Changes for 2013 are planned to include:

\*A campaign during the youth application process to encourage teens to think more critically about their worksite request.

\*Investigating new media options for getting word out about the program earlier.

\*Continuation of our pilot Marijuana Education and Intervention Program, which required teens believed to be under the influence at MSYEP events to receive one-on-one education and support from staff.

\*Sharing information about college tour attendance with the CRLS Guidance Department.

\*Looking to expand the multi-media components of the MSYEP online yearbook.

\*Conducting exit interviews with older teens in their last year in MSYEP to explore their future plans and get additional feedback on MSYEP.

\*Implementation of new logistic processes to smooth the college tour and financial literacy training experiences for teens and staff.



The MSYEP Yearbook teens get sophisticated in their staff photo. They produced MSYEP's first ever digital yearbook.



MAYOR'S SUMMER YOUTH EMPLOYMENT PROGRAM



For more information about the Mayor's Summer Youth Employment Program, or other youth programs including the Fall Youth Employment Program, the Neighborhood Service Project, and the Personal And Career Exploration Program, please visit the Office of Workforce Development's website at [www.cambridgema.gov/dhsp/msyep](http://www.cambridgema.gov/dhsp/msyep)



<http://www.facebook.com/msyep>



@MayorsProgram

Phone: 617-349-6268

E-mail: [ghinds@cambridgema.gov](mailto:ghinds@cambridgema.gov)



The Mayor's Summer Youth Employment Program does not discriminate on the basis of age, race, creed, color, national origin, gender, sexual orientation, or disability. MSYEP will provide auxiliary aids and services, written materials in alternative formats and reasonable modifications in policies and procedures to qualified individuals with disabilities upon request.