



Youth internship

Workforce Innovation and Opportunity Act (WIOA) – A federally funded program designed to prepare eligible young adults between 16 and 24 for employment.

A youth internship is:

- An opportunity for youth to explore a career choice in greater depth.
- A chance to obtain meaningful hands-on experience outside of the classroom.
- A means to building skills, confidence and responsibility.
- An opportunity for employers to help develop their future workforce and build essential soft skills.

A youth internship is not intended to displace or replace current employees or seasonal workers.

Snapshot

- **You** interview the WIOA applicant for a good fit.
- **We** complete the necessary paperwork.
- **You** help determine the wage and we pay for up to 250 hours of work-based learning.
- **We** cover the workers' compensation insurance.
- There's no obligation to hire at the end.
- **We** are the "employer," but you call the shots.

Your role is to:

- Design a meaningful, learning-rich job description related to the career choice.
- Provide skills training, mentoring and supervision.
- Track hours and submit weekly timesheets to the Idaho Department of Labor.
- Complete employee evaluations.
- Communicate with the Idaho Department of Labor WIOA career planner to ensure success.

For more information contact your local office at labor.idaho.gov/officedirectory.