



# Career Seekers

*a project of C.E.F.S. Economic Opportunity Corporation  
sponsored by the Crossroads Workforce Investment Board*

## Program Outline

### Our Purpose

**Career Seekers** is funded under the federal Workforce Investment Act of 1998. The purpose of the Act is to provide activities that increase employment, retention, earnings, and skills in the American workforce. We provide members with assistance in achieving academic and employment success through skill-building activities, effective connections with employers, on-going mentoring and support. Our members develop leadership skills, learn how to make good decisions, grow as citizens and provide important services to the community.

### Membership

Membership is open to youth aged 14 to 21 who meet federal requirements and **Career Seekers** eligibility standards. Each application is reviewed by our staff to determine suitability for membership. In general, we look for young people who want to improve their lives and are willing to commit themselves to higher achievement.

### Activities

**Career Seekers** members will be involved in the following activities.

- ◆ opportunities for work experiences, internships and job shadowing, including summer employment opportunities and voluntary service to the community
- ◆ career decision-making activities...assessment of skills, interests, abilities and aptitudes...self-awareness exercises...individual and group research activities...connections with local employers
- ◆ mentoring from a qualified adult
- ◆ career leadership sessions which develop the “soft skills” employers demand
- ◆ help in successfully completing high school or GED studies
- ◆ group and individual instruction (including computer-based training) to develop academic and occupational skills
- ◆ comprehensive guidance and support from our expert staff
- ◆ follow-up services for up to a year after membership ends

Each member will follow an individual **Career Seekers** plan during their time with us to help ensure their success in achieving educational and employment goals. Additional benefits and requirements may apply to some members based on their specific goals and needs.

*Contact your local C.E.F.S. **Career Seekers** office for further information.*

## Initial Program Design

### Target Groups

- ▶ 14 & 15 years old, in regular school, reading and math requirement
- ▶ 19 to 21 years old, interested in completing GED (or already enrolled)

### Activities

- ▶ recruitment
- ▶ intake, eligibility determination, assessment (for "Big 10")
- ▶ orientation (group)
- ▶ issue uniforms
- ▶ 10 weeks of work experience over the summer
- ▶ valpar testing
- ▶ individual work with skills bank over the summer
- ▶ at least 3 job shadow experiences over the summer
- ▶ set of 5 career leadership sessions over the summer (3 hours each at center)
- ▶ rewards of cash, logo gear, music, clothing, etc. for performance
- ▶ place with adult mentor
- ▶ youths do as much for themselves as possible
- ▶ guidance and counseling provided by staff