

Shadowing today for a brighter tomorrow.

*Job Shadow Opportunities Needed
to Inspire and Motivate Calvert's Youth*

Job Shadow Day *Monday, April 19, 2010* *9:30 a.m. to 2:30 p.m.* *Location: Your Workplace*

Ellen Fields, Will Jacobs, & Danita Boonchaisri at the ribbon cutting ceremony for Edible Arrangements.



Charlene Obal and Shelby Withers at Saphron Restaurant.



Connor MacKnight & Carrie Polk at Nationwide Insurance

Partners: Alternatives for Youth and Families, Inc., Big Brothers Big Sisters of So. MD, Boys & Girls Clubs of So. MD, Calvert County Circuit Court, Calvert County Family Network, Calvert County Parks & Recreation TRS, Calvert County Office on Aging, Calvert County Public Schools, Calvert County Sheriff's Office, Calvert County Substance Abuse Services, Calvert Crusade for Children, Inc. Circle of Angels Initiative, Inc., Core Service Agency, Dept. of Juvenile Services, Dept. of Social Services, DW Communications & Media, Girl Scout Council of the Nation's Capital, Tri-County Youth Services Bureau, and United Way of Calvert County.

*For information , please contact Nadine Happell at 410-610-3217
or via email at nhappell@gscnc.org*

*Calvert County Mentoring Partnership
Promoting Mentoring, Strengthening Communities*

*** Weekly / Monthly Programs * Job Shadowing * Mentoring for Special Needs Youth **
** Community-Based Programs * School-Based Programs * and more.... ***



STRENGTHENING COMMUNITIES—PROMOTING MENTORING

Calvert County Mentoring Partnership



Job Shadow Day Monday, April 19, 2010

Shadow Host Information

- **Who:** 60 students (10 from each of Calvert's six middle schools) identified as appropriate candidates for a career exploration experience.
- **Where:** students will be transported to your workplace.
- **When: Monday, April 19, 2010**, from 9:30 AM to 2:30 PM. Each student will be assigned a specific job shadow mentor with a local business such as the Sheriff's Office, Calvert County Government, local non-profits and other local businesses solicited for participation. (See event schedule for details.)
- **What:** We seek interesting job shadow experiences for students in which at least one of your employees will have the student in their sights for the 5-hour time block. Students can bring a bag lunch with them to the job site or, if you prefer, you can make other arrangements for lunch—just let us know.
- **Safety Concerns:** To ensure the safety of the youth participants, we must conduct a background check on this identified employee. Big Brothers Big Sisters (BBBS) of Southern Maryland will coordinate and pay for this background check.

Note: If you are an employer who conducts background checks on employees as part of your normal procedures, contact Mary Lu Gultekin BBBS at (301) 290-0501 or via email at bbbsmatch@yahoo.com to verify that your procedure meets their criteria.

- **Publicity:** A Calvert County Mentoring Partnership member may remain on site to take pictures.
- **Position Description:** Please use the attached form to prepare a brief description of the proposed activities for the day. Be sure to include any safety concerns with regard to clothing, jewelry, hair, etc. that is standard for your organization.
- **Follow up:** At the completion of the day's activities, we will ask you, the employer, to complete a brief survey with regard to your experience in the job shadow day.
- **Questions:** If you have any questions about Job Shadow Day, please contact Nadine Happell at 410-610-3217 or via email at nhappell@gscnc.org.

**Calvert County Mentoring Partnership
Job Shadow Day
April 19, 2010
Shadow Position Description**

Please complete a separate form for each job shadow position you will be hosting.

Name of Business/Organization: _____

Address: _____

Job Shadow Position Title: _____

Contact (Owner/Manager): _____

Phone: _____ **Email:** _____

Phone: _____ **Fax:** _____

Shadow Supervisor: _____

My company routinely conducts background checks **Yes** **No**

Brief Description of the proposed job shadow activities: _____

Describe any safety requirements (special clothing, jewelry, hair, or equipment requirements

Calvert County Mentoring Partnership Use Only

Name of Student Participant: _____

School: _____

Transportation Provider: _____

CCMP Chaperone: _____

Please fax completed shadow description forms to Lorraine Joyner, Calvert County Family Network at 410-414-5998. If you have questions about this form, contact Lorraine Joyner directly at 410-414-5997 or via email at joynerlr@co.cal.md.us.



STRENGTHENING COMMUNITIES—PROMOTING MENTORING

Calvert County Mentoring Partnership



JOB SHADOW DAY TENTATIVE EVENT SCHEDULE Monday, April 19, 2010

- 8:30 a.m. Parents Drop Off Students
One of three locations—Fairview, County Services Plaza (Main Street Prince Frederick) or Southern Library
- 8:30-9:00 a.m. Student Orientation
Enjoy a snack of muffins and juice and find out what to expect, how to make the most of your career exploration activity, what questions to ask, and learn about work place etiquette. Programming provided by:
- 9:00 a.m. Depart for Job Shadow Sites
Transportation provided by local partners.
- 9:30a.m.-2:30 p.m. Job Shadow Experience
Take part in an on-the-job career exploration activity at a pre-selected work site.
- 2:30 p.m. Depart Job Shadow Site/Return to Pick-up Location
- 3:00 p.m.-4:30 p.m. Student Evaluations/Career Oriented-Leadership Workshops
*Tell us what you thought about **Job Shadow Day 2010** and enjoy activities designed to help you make the most of your career exploration experience.*
- 4:30 P.M. Parents Pick Up Students
One of three locations—Fairview, County Services Plaza or Southern Library
- Photo ID must be presented at pick-up.***

Partners: Alternatives for Youth and Families, Inc., Big Brothers Big Sisters of So. MD, Calvert County Circuit Court, Calvert County Family Network, Calvert County Parks & Recreation TRS, Calvert County Office on Aging, Calvert County Public Schools, Calvert County Sheriff's Office, Calvert County Substance Abuse Services, Calvert Crusade for Children, Inc. Circle of Angels Initiative, Inc., Concerned Black Women of Calvert County Maryland Core Service Agency, Dept. of Juvenile Services, Dept. of Social Services, DW Communications & Media, Girl Scout Council of the Nation's Capital, Tri-County Youth Services Bureau, and United Way of Calvert County.

CHOICEPOINT BACKGROUND INVESTIGATION

Po Box 105186 Atlanta, GA 30348

APPLICANT RELEASE AND AUTHORIZATION FORM

I hereby authorize **BIG BROTHERS BIG SISTERS OF SOUTHERN MARYLAND** or other authorized representatives of the company bearing this release to obtain any information pertaining to my background, including, any of the services noted below, for employment or volunteer purposes. I hereby fully release and discharge my prospective employer, other authorized representatives of the company, or other source providing information from all claims and damages arising out of or relating to any investigation of my background for said purposes.

Please Provide Minimum 5 Years of Residential History Below.

Name: _____ Alias/Other: _____
(First, Middle, Last – Print Clearly)

Date of Birth: _____ Social Sec. No.: _____ - _____ - _____

Driver's Lic. No.: _____ State: _____

Signature: _____

(1) Current Addr: _____ City/State: _____

County: _____ Dates/From: _____ To: _____

(2) Previous Addr: _____ City/State: _____

County: _____ Dates/From: _____ To: _____

(3) Previous Addr: _____ City/State: _____

County: _____ Dates/From: _____ To: _____

Witnessed by: _____ Date: _____

IMPORTANT: FOR CLIENT USE ONLY – Please check to order any of the following:

Criminal Search: Current Address Maryland Statewide Maryland Traffic
Social Security Number Trace Motor Vehicle Report

If under 18, Parent or Legal Guardian must sign to authorize consent for background check:

Please fax completed form to Mary Lu Gultekin, Big Brothers Big Sisters. at 301-290-0504. If you have any questions about the background check process, please contact Mary Lu directly at (301) 290-0501.