



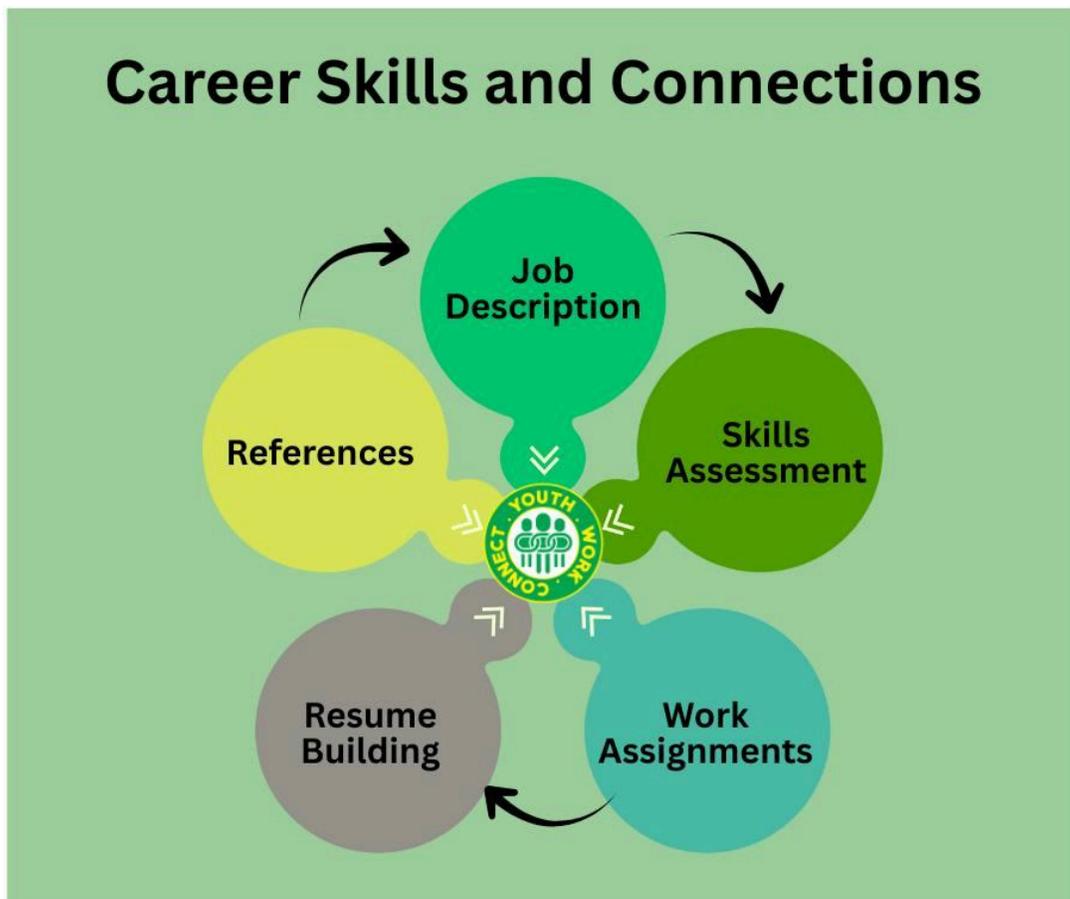
**LET'S Connect**

*A Newsletter From Youth.Work.Connect.*

## **BUILDING JOB SKILLS THROUGH YOUTH EMPLOYMENT INITIATIVES**

In our October 2025 newsletter, we introduced the **Career Skills and Connections Framework**. This framework is a resource for adult allies committed to actionable ways to help build social capital for youth through employment. The five components of this framework are Job Description, Skills Assessment, Work Assignments, Resume Building, and References. To start 2026, we take a dive into Job Descriptions.

# Career Skills and Connections



## Well-crafted Job Descriptions Benefit Youth and Their Employers

How many of us have started a new job not knowing what our managers expect from us? While not ideal, experienced employees can figure out what needs to be done. It is much more difficult for a high school student or a new entrant to the workforce. Job descriptions (JDs) are a great way to bridge that gap and help young workers quickly become productive while also strengthening their skills and expanding their professional networks.

For organizations that hire young workers through apprenticeships, internships, summer jobs, or on a part-time basis, JDs that match the skills of their new employees and the needs of the organization may look a bit different than JDs written for experienced workers. In part, this is because youth employment is intended to give young people an opportunity to assess their strengths and career interests and gain valuable experience.

Here are a few elements of a job description beyond the basics that we think can benefit young workers and their employers:

- A brief explanation of the role's purpose within the broader company context will help youth see where they fit and why their tasks are important to the organization and their clients or customers.
- In addition to listing their manager, an overview of other people and resources, including any training programs, to which they will have access if they have questions or concerns.

- A list of actionable skills required to do the job well. With this list, a student should be able to determine their day-to-day responsibilities.
- A list of learning experiences and opportunities to connect with others can help set developmental goals and be a source of motivation.
- Criteria and timing for performance evaluation and success, including expectations for dress code, attendance, and time management.

By providing youth with a well-developed, age-appropriate job description, employers can motivate them to view a job as more than just a paycheck or volunteer experience and encourage them to be active participants in the company's success and their own.



## What's On Our Mind...

Later this month, Stephen will be at the **National Summer Learning Association's Summer Solutions Leadership Forum** in Fairhope, AL. The Forum will include plenary and breakout sessions presented by leaders in education, government, youth programs and others from across the U.S.

Stephen will be a panelist in a session focused on youth employment. The panel and participants will address how today's youth are preparing to join the workforce, and whether summer jobs, internships, and apprenticeships can help narrow the opportunity gap for some.

## LET'S STAY CONNECTED

We would appreciate your thoughts on our initiative and welcome opportunities to collaborate. You can reach us at [info@youthworkconnect.org](mailto:info@youthworkconnect.org) and we look forward to staying connected.

**"Helping High School Youth From Underserved Communities Build Social Capital to Promote Economic Mobility"**



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