

Summer 2023

Week on the Job



Dear Community Partner,



Thank you for your interest in Week on the Job. Week on the Job is a wonderful program that exposes students in Newark to careers and helps them build social capital by networking with professionals. 10th graders participate in summer week-on-the-job experiences at corporations, law firms, and government offices. Companies host 2-6 students for 1 week (4 days). Students rotate among hosts for four weeks of different experiences. The program is a truly rewarding experience for both students and volunteers. Sample materials are available to hosts. Thank you for believing in NJ LEEP's mission and for supporting our students.



About Us

Founded in 2006, NJ LEEP empowers youth to perform at high academic levels by building academic and social-emotional skills, creating opportunities to develop the habits for success, and ensuring our students have exposure to the professionalism needed in college and beyond.

100% of NJ LEEP students graduate high school; 85% are currently enrolled or have graduated from college.

Logistics

Available dates

The weeks available this year are 7/10, 7/14, 7/24 and 7/31, Monday-Thursday, 10am-3pm

Contribution

Students receive a stipend for participating in the program. Host sites pay NJ LEEP through a donation and student payments are made directly by NJ LEEP. The weekly cost per student is \$280, and hosts are also asked to pay an administrative fee of \$500 (total) to help cover various logistical expenses for NJ LEEP. We will send you an invoice with payment information in a separate email.

About the Content

Students want to get to know you, learn about what your company or organization does, and hear about potential careers relevant fields. The best content is hands-on and interactive, with time included for students to work with mentors and get to know the professionals who work at your company.

Mock negotiations, mock trials, and business presentations are great examples of activities you can include. You can either do these on a smaller scale every day, or have one longer project the students do for the week. Recruiting volunteers to serve as mentors to students during the week is highly recommended. It is also valuable for the students to connect to the big issues your business or organization is addressing. This makes programming the week easy, because the mentors will largely be teaching students about their day-to-day work.

Other Details

NJ LEEP provides guidance, support, and regular communication to hosts during the planning and implementation of the program. We are happy to work with you to finalize your schedule and work through any questions you have. We can also connect you with other companies or organizations who have hosted students in the past to help you develop your program.

Students begin the summer program with a full-week of training to help them prepare for going “on-site” with hosts. While at their host sites, students will have a daily morning check-in with the NJ LEEP team before starting their day. In addition, students can reach out to NJ LEEP anytime if they have questions or need additional support.

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