Project Overview: Youth Workforce Development Program

ASCENDtials — Program-Wide Overview

Purpose of the Program

The ASCENDtials Youth Workforce Development Program is a paid, hands-on training program for youth ages 16–24. Over a 12-week cycle, participants build practical workforce skills, develop a professional portfolio, and gain real experience contributing to ASCENDtials' community programming.

The program pairs a structured entrepreneurship and creative business curriculum with real, paid work in a chosen role — so participants leave with both the skills and the lived experience to move into future employment, further education, or ventures of their own.

Program Structure

Each participant's week is built around three components:

1. Workshops (Tuesday & Thursday, 5–7PM — mandatory)

Participants attend two workshops per week, following the Creative Income curriculum. Each week covers a distinct topic and includes a guest connection — a community entrepreneur, creative, or professional who shares their journey and practical advice.

2. Onsite Work Day (1 per week)

Participants sign up for one onsite work day per week from ASCENDtials' upcoming community events — markets, environmental programming, food distribution, or tree planting. Onsite days cannot fall on Tuesday or Thursday. General programs require a minimum of 1 participant; markets require a minimum of 2.

3. Remote Work Days (3 per week, paid)

Participants complete role-specific work remotely on Monday, Wednesday, and Friday, paid at $16/hour. This is where the bulk of role-based responsibilities are carried out.

Roles

Each participant selects one workforce role at onboarding. Roles mirror real nonprofit operations and are designed to build transferable, professional experience:

- Program Team Intern Lead
- Market Operations Intern
- Communications & Content Intern
- Partnership & Outreach Intern
- Data & Evaluation Intern

A separate Project Overview document is provided for each role, outlining that role's specific responsibilities, points of contact, and learning outcomes. This document covers what applies to all participants regardless of role.

Onboarding Checklist

All participants complete onboarding before beginning role-based work. Onboarding covers agreements, curriculum access, key documents, and required courses. Use the sections below to track completion for each participant.

1. Agreements

Both agreements must be signed before a participant begins paid work.

Agreement	Link
ASCENDtials_Remote_Teammate_Agreement	https://docs.google.com/document/d/1Spawl93rZVuLFQnHhKmvEjfnpHj7fi38Mt7CBolm75M/edit?tab=t.0
ASCENDtials_YouthWorkforce_ Agreement	https://docs.google.com/document/d/1gMphaTSRVlbaFoEz4qVCx50GvVZXpGc9cC9xim986b4/edit?tab=t.0

2. Dashboard links:

Gain access to the dashboard: look up "ascendtials login", create an account with your ASCENDtials email

Document	Location / Link
Dashboard link (for courses)	https://ascendtials.org/workforce-dev-program-dashboard/
Program website link	https://ascendtials.org/ascendtials-workforce-program/

3. Links and forms to fill out

Links and access needed for participants to log hours and receive payment:

Item	Link / Access	Notes
Payment link	https://docs.google.com/forms/d/1CsXNIQkCTH_rIPBtqh8CytciDG1lDxqQ1Rf6sf_DD9U/edit?ts=6a67d3d5	To be filled out with your payment information
Workforce Drive	https://drive.google.com/drive/u/0/folders/0AATeIrTnNq0pUk9PVA	To submit EVERYthing to, and to find important documents / links
Participant Intake form	https://docs.google.com/forms/d/e/1FAIpQLSd6w_A1RZe-SkpYfGwxzA5uFhdDBQEDu0TCt5YZmKD_OvMVmw/viewform?usp=header	To be filled out before onboarding, gathers all necessary info on participant (age, background, emergency contact…)
Onsite days selection (updated monthly)	https://docs.google.com/forms/d/e/1FAIpQLSc6ACz0JjMWM6bEfx2LucCCrZAS6xkVN1ubOKmpmsWMK501BQ/viewform?usp=header	To be filled in at the start of each month with 1 selection of volunteer day per week, or you will be assigned to events
Workshop Attendance form	https://docs.google.com/forms/d/e/1FAIpQLSdeoX9JGXAMKVY-uLMdA9r8PBqYBE8duvDt4D8cp_Gx7BVgXA/viewform	To be filled in at the start of EACH workshop, tracks attendance AND absence
Weekly Timesheet Template	https://docs.google.com/document/d/1RQW4A46MFXTrs8bbViobrwXb_EM0LJc1qC43y77Jees/edit?tab=t.0	To be filled out EACH WEEK and submitted to the workforce drive, REQUIRED for pay
Intro presentation	https://www.canva.com/design/DAHQsFc53cI/kjLTwzotDTlWXfcsr9opZA/edit	To be presented at first all-staff meeting
Weekly Presentation template for All-Staff	https://docs.google.com/document/d/1IP5wSMoT1dVjMKBl4NuF8w_6EuItc_i7AILtPi9CAWc/edit?tab=t.0#heading=h.v3ygiqn795s1	Content for weekly presentations, participants must share WEEKLY updates at all-staff meeting

Canva plain template	https://www.canva.com/design/DAHRdOYUpKg/C5JbYMweHQgH1xTGocQt1g/edit	Color scheme for ALL presentations
Folder to submit ALL presentations	https://canva.link/ne7qhwfp8jfb7ez	Canva folder for youth workforce presentations

4. Role-specific Project Overviews

You will be introduced to your role through your team lead and will be roughly following these project overviews over the course of the cohort.

Role	**Overview**	**Team lead**
Overall project overview	**https://docs.google.com/document/d/1lMVY_DmPG5SnBnwcfJEqudgZzm5iUUFjlOt1tAalRds/edit?tab=t.0**	
Market coordinator	https://docs.google.com/document/d/1i4kebZr8dkbWd_dw2PFU-Ocb7gD4lKymPE7Utyzs5GQ/edit?tab=t.0#heading=h.wqgk3ccpyt5o	Mika
Data team	https://docs.google.com/document/d/1p8kqJIQy4qmGw8Clb8QC8EqymYHqP033hQXpeavCZJE/edit?tab=t.0	Anika
Content/social media	https://docs.google.com/document/d/1XRddl3PFRe5ddeEJ2g7A3cq2KZSHhs4gmQImhlZzFAU/edit?tab=t.0#heading=h.pn2b19kaan55	Reem
Partnership and outreach		Mika

5. Onboarding Courses

Courses to be completed during the orientation period:

Course	**Password**	**Role?**
https://ascendtials.org/course/ascendtials-workforce-development-program-onboarding/	fkiGC5aeRS	everyone
https://ascendtials.org/course/foundations-of-maat-ancestral-alignment/	kAeRrL1Qbz	everyone
https://ascendtials.org/course/ascendtials-print-publishing-house-workforce-development-program/	U1KVEcKMbv	everyone
https://ascendtials.org/course/ascendtials-operational-ecosystem-foundations/	h0S924XMe1	everyone
https://ascendtials.org/course/business-development-vendor-management-market-operations/	HUv72ByRMK	bus/dev market operations/ programs
https://ascendtials.org/course/ascendtials-business-development-salesforce/	4xqFYKzkau	bus/dev/ programs team / market
https://ascendtials.org/course/data-systems-team-onboarding-2/	t08hmC7uQ9	Data systems
https://ascendtials.org/course/data-systems-team-onboarding/	Y0vY24ujB9	Data systems

Course	Password	Role?
https://ascendtials.org/course/ascendtials-workforce-development-program-onboarding/	fkiGC5aeRS	everyone
https://ascendtials.org/course/publishing-team-onboarding-posting-calendar-scheduling-workflow/	vcFSpb0Uym	Publishing / posting / content

6. **General Info**

Important Documents to be aware of

Document	Purpose	Uploaded / Discussed
ASCENDtials Mission and Vision	Understand the nonprofit	https://docs.google.com/document/d/1ZiDIK3GkMH-8sc-jpuutx05LlvzmtKrGPEtRcOgVZzI/edit?tab=t.0
Syllabus	Understand deadlines/deliverables	https://docs.google.com/document/d/13l6hhH0An3vXJ-DI279qUgJWjUKhHI95E2hvvM-RlMs/edit?tab=t.0#heading=h.alkmbuyuujyt
Onsite calendar	To know which events to sign up to	Sent monthly

Tools & Access- Accounts set up for each participant at onboarding:

Tool	Access Granted (Date)
slack	Day of onboarding
canva	Day of onboarding
Google workspace	Day of onboarding
Asana (for tasks)	Day of onboarding

Expectations

- **Maintain at least 75% attendance across scheduled sessions to remain eligible for stipend payments**
- Repeated absences impact program operations, team coordination, and eligibility for weekly payment. To maintain good standing in the cohort:
- Attendance Expectations — All scheduled meetings, workshops, and required sessions must be attended consistently.
- Absence Notification — If Participant must miss a session, Participant is required to notify the team before the meeting or workshop begins.
- Impact on Deliverables — Missing meetings or workshops often results in incomplete deliverables, which directly affects payment eligibility.
- Program Standing — Continued absences without communication may result in corrective action, reduced responsibilities, or removal from the cohort.
- Professional Accountability — Attendance is part of Participant's professional commitment. Repeated absences signal disengagement and disrupt team workflow.

Learning Outcomes

By the end of the program, participants will have gained:

- A completed professional portfolio demonstrating their work

- Practical experience in their chosen workforce role
- Foundational entrepreneurship and creative business skills
- Experience working with community partners, vendors, and the public
- Skills in communication, teamwork, time management, and self-directed work
- A network of community entrepreneurs and professionals through weekly guest connections

Support & Supervision

Participants are supported by:

- The Program Coordinator, for overall program questions, scheduling, and documentation
- Their role-specific point of contact (detailed in each role's Project Overview)
- The Program Team Intern Lead, for day-to-day peer coordination and check-ins
- ASCENDtials program leads, as relevant to their assigned work

All participants receive weekly check-ins, feedback, and guidance throughout the program, plus a mid-program evaluation and an end-of-program review.