

Opportunity Youth Center (OYC) Overview

Hours of Operation: Monday-Friday 10:00-6:00 pm Proposed opening January 2018.

Population Served:

Youth ages 16-24 currently not attending school and/or who have dropped out.

Services/Resources: *(see flow chart for more detail)*

- Onsite access to computers, credit recovery and assistance to obtain high school diploma
- Employment/Career counseling and planning
- Work Readiness workshops and Life Skills Workshops
- Access to postsecondary education, career opportunities, work experiences

Staffing: *(proposed)*

Staff	Monday	Tuesday	Wednesday	Thursday	Friday
Administrator	Available on call				
Youth Employment Services (YES) Coordinator	10-4	on call	10-4	on call	10-4
Secretary	10-6	10-6	10-6	10-6	10-6
Adult Education Teacher	10-2	10-2	10-2	10-2	10-12
Adult Education Teacher	2-6	2-6	2-6	2-6	4-6
Work-based Learning (WBL) Liaison	tbd				
Work-based Learning (WBL) Coordinator	10-6	10-6	10-6	10-6	10-6
Custodian services	Schedule to be determined (tbd)				
Other possible support staff to partner with:	<ul style="list-style-type: none"> ● Child Welfare & Attendance (CWA) ● Parent Liaison ● School Counselor 				

Staff:

- Part-time Adult Education Teacher --Support youth/adults in obtaining high school diploma and provide Comprehensive Adult Student Assessment Systems (CASAS) testing
- Work-based learning liaison—Initial Outreach & Intake

- Work-based Learning Coordinators—Case management, academic and social emotional support, access to work readiness skills and employment opportunities
- Youth Employment Services (YES) Coordinator--Oversee program implementation and provide onsite support to youth and staff
- Assistant Director Adult Education--Supervise and hire Adult Education teachers
- Assistant Superintendent High School-Overall management of the OYC

Outreach/Recruitment Efforts:

- Local Advertising about OYC (newspaper, TV, radio, social media, banner, tabling at Community Events)
- Referrals
 - Community Referrals (Monument Impact, Monument Crisis Center, Children & Family Services, Shelters)
 - District staff-Child Welfare and Attendance (CWA's), Counselors, Social Work Specialist, Administrators
 - Workforce Investment & Opportunity Act (WIOA) Program
 - Aeries (MDUSD student data management system)
 - America's Job Center of California (AJCC)

Funding:

- Workforce Investment & Opportunity Act (WIOA) grant
- Adult Education

Timeline

- September 25th-- Board Meeting and presentation about scope of services
- November-January--Hiring staff, purchasing furniture and supplies, arrange for utility services (cable, phone, security), outreach, advertising, and referral partners
- January 2018--Opportunity Youth Center (OYC) Grand Opening

MDUSD YOUTH PROGRAM CLIENT FLOW CHART

