

Program activities list

- * Fill out career assessments
- * Learn about work ethic, hygiene and dress codes
- * Create a resume
- * Create Cover letters
- * Practice filling out applications
- * Job shadow at several businesses
- * Learn safety rules and procedures for the fixed route buses
- * Learn to ride fixed route buses
- * Interview etiquette training
- * Mock interviews with community employers
- * Review Microsoft Suite programs
- * Create and deliver PowerPoints
- * Expand on social skills

Program Deadlines:

Initial Application and Teacher's Recommendation form are required by May 7th for consideration
Marcfirst will contact qualified applicants and arrange an interview before official acceptance

Sessions and Fees

Students will only pay \$30 if attending Friendsfirst during the 6 week course. There will be two sessions offered during the summer. **Session I** will be for students who are new to the program. **Session II** will be for students who participated in the program last year.

marcfirst's mission is to guarantee the personal dignity of people with developmental disabilities and to promote their personal achievements based on their dreams, desires, and abilities.

Contact Mary Riddle
309.451.8888 ext. 264
maryriddle@marcfirst.org



1606 Hunt Drive
Normal, IL 61761

Phone: (309) 451-8888
Fax: (309) 451-8989
www.marcfirst.org



School to Work Summer Program

The School to Work Summer Program is a 6 week course for students ages 16 and older with a disability that are still enrolled in high school and want to expand on skills and knowledge to prepare them for employment

2012 Program Dates:

June 18th– July 27nd

(closed July 4th)

Monday, Wednesday, and Friday

Session I: 9:30 am- 12:30 pm

Session II: 1:30-4:30

Optional: Tuesday and Thursdays

Friendsfirst 9:30-12:30

School to Work Summer Program Overview

The purpose of the *marcfirst* School to Work Summer Program is to teach super-senior high school students professional, social, and work ethic skills in order to successfully join the work force. The program also gives students the opportunity to become familiar with and transition into supported employment programs and other adult services if applicable. The small group of 10-12 students will learn work-preparedness skills, job shadow several businesses in town, learn the fixed bus routes in a group setting, and expand on computer knowledge and social skills. The group will leave the 6 week course with a resume, completed career interest assessments, and interview training. Participants will have structured curriculum based classes on Monday, Wednesday and Friday (9:30-12:30 for new students and 1:30-3:30 for returning students) with the option to attend Friendsfirst on Tuesday and Thursday mornings.

Required Qualifications

- * Students ages 16 and older with a disability who are still enrolled in high school
- * Applicants must be interested in expanding on work-related skills
- * A recent or current teacher's referral is required
- * Independent hygiene (unless provided with a personal aide)
- * Independent medication (unless provided with a personal aide)
- * Participants are expected to exhibit appropriate behavior at all times
- * Participants should not be involved in any other agency programs/work programs/jobs for the time frame of the summer program

Preferred Qualifications

- * Basic reading, writing and computer skills
- * Participants should have a Disabled Free Ride Card for the Bloomington-Normal Public Transit System or consider applying

Staff Ratio

Marcfirst will staff the Summer Program with one staff for every 4 or 5 participants. If an applicant might need more assistance than the 1:4 ratio or isn't able to participate in this structure, please state this on the application in order to see if alternative arrangements could be made. Applicants that have home-based services/ respite are allowed to provide their own personal attendant.

More about Friendsfirst

Friendsfirst is a program for adults with developmental disabilities who are underemployed or those who want to seek out opportunities for social interaction.

Participants can meet new people, learn new skills, share talents and practice skills needed for greater independence

Friendsfirst meets Tuesday and Thursdays from 9:30 am—12:30 pm at Second Presbyterian Church for a flat fee of \$30 for the 6 week program.