

Kristen Kitson  
YOUTH BUREAU MANAGER



**COUNTY OF SULLIVAN**  
**YOUTH BUREAU**

**SULLIVAN COUNTY**  
**GOVERNMENT CENTER**

100 NORTH STREET  
PO BOX 5012  
MONTICELLO, NY 12701

TEL. (845) 794-3000  
EXT 0394, 0396  
FAX (845) 807-0260



**Schedule for Youth Internship Program**

**Week Number One (1)**

Yarn Ice Breaker

Survey results-surveys held ahead of class to gain insight on interests, tech skills and resume readiness

Go over "Promise" scholarship

Go over paperwork needed to apply for a job- (Personal Fact Sheet)

Expectations: my 3, their 3----These should be hung up during every session and should reinforce the positive.

Allow for make-up day

**Week Number Two (2) -**

Create a Resume/Cover Letter

Work Ethic/ Interpersonal skills

Allow for make-up day

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**Week Number Three (3)**

Dress For Success -Ensure students understand they have to dress differently for different situations in their lives.

Attendance Policy for individual businesses

Mock Interview ½ of class

Allow for make-up day

**Week Number Four (4)**

Mock Interview Day ½ of class

Tri-Fold Project Directions

Allow for Make-up day