



145 Pavilion Lane
 Youngwood, PA 15697
 724-755-2145

2022 Experience Works! PLUS Internship Job Description

Company Name	
Address	
City, State, Zip	
Number of Employees	
Web Address	
Contact Person Name	
Contact Person Title	
Contact Person e-mail	
County	

Please remain aware that the Westmoreland-Fayette Workforce Investment Board has the right to determine if this internship opportunity fits the parameters of the Experience Works! PLUS Internship Program and if it will be approved as participation opportunities are limited.

Internship Job Title:	
Expected start date of intern (please note: no Experience Works! PLUS internships may start prior to May 16, 2022.):	
Describe the intern's major responsibilities or tasks:	
Please identify/indicate any or all of the intern's responsibilities that can be completed remotely if need be.	
Describe the critical skills and aptitudes required to perform these tasks:	
Describe how you will measure the intern's work performance:	
Describe what the student should expect to learn at your company:	



Who will supervise and mentor the Intern?	
Name	
Title	
Email	
Phone Number	
Check the areas that will be including in the Internship On-Boarding Process:	
	Company Tour
	Job Shadowing
	Self-Guided Training
	On the Job Training
	Other:
Describe the Intern's Schedule:	
Check the areas that may be applicable for this internship opportunity and that qualify as match:	
	The internship opportunity will provide the intern with industry recognized credentials and training.
	We plan to let the intern continue working and be paid with our funds past their 12 weeks/320 hours if we are pleased with their performance.
	We have other paid interns currently working that are not involved in the Experience Works PLUS! Program.
	We are able to pay the intern overtime hours (+40 hours/week) if they wish to do so/if requested.
	We would be willing to raise our intern's hourly rate using our own funds.

COVID-19 Safety Agreement:

Worksites participating in the Westmoreland-Fayette Workforce Investment Board's Experience Works! PLUS Internship Program must follow state, Center for Disease Control and Prevention's (CDC), and Department of Health's (DOH) guidance detailing how to conduct business and in-person operations. Guidance is subjected to all businesses, including non-profits. All businesses must also follow CDC and DOH guidance for social distancing and cleaning.

By checking below, it confirms that the participating Experience Works! PLUS worksite is adhering and will continue to adhere to COVID-19 guidance to ensure the safety of all employees and interns. Furthermore, checking below confirms that the worksite possesses a COVID-19 Safety Plan that it follows and makes easily available for all employees and interns to read and access.

I confirm, as a representative of the organization listed above, that the applying worksite currently possesses and follows a COVID-19 Safety Plan that has been made easily available for all employees and interns.

**Please Submit Completed Internship Job Description to:
Courtney Venick | Youth Services Manager | cvenick@westfaywib.org**



Westmoreland-Fayette Workforce Investment Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.