



APPLICATION GUIDE

The LAUNCH program meets the needs of the young women it serves by incorporating principles of youth engagement, inclusion, and popular education into the programming model. Throughout the program young women are provided a safe space to self-discover talents and explore interests in a holistic, nurturing, and supportive environment.

The YWCA's LAUNCH Program provides young women ages 15-30, who are current recipients of social assistance or who are unemployed or under employed, with the opportunity to participate in a unique educational approach that is driven by and for them — centered on their unique needs and issues.

YWCA Halifax's LAUNCH Internship Program includes 6-8 weeks of Life Skills and employment readiness training and 20-25 weeks of internship work placement.

Life Skills and Employment Readiness Training

Location: YWCA Halifax, 1233 Barrington Street

Compensation: Minimum wage.

During the Life Skills and Employment Readiness Training participants will develop the skills, aptitudes, and attitudes needed to actively participate in today's workforce. The training includes but is not limited to the following content:

- Portfolio Development
- Financial Literacy
- Microsoft Office Proficiency
- Communication and Conflict Management
- Leadership, Management, and Teamwork
- CPR
- WHMIS
- Employment & Education: Goals and Opportunities

Internship Work Placement

Location: YWCA Halifax & at Internship Organizations

Compensation: Minimum wage.

Interns work with a YWCA partner organization to complete this portion of the LAUNCH program. Interns are given clear guidance to their role within the organization and the expectations of the organization. The intern's work is related directly to the terms of reference for the placement created by them and their supervisor. This serves as a reporting tool for the placement supervisor, the intern and the LAUNCH Program Coordinator. During the work placement, interns must also take part in professional development workshops and are required to meet with the LAUNCH coordinator for 1 hour per week.

Admission Requirements

To participate in the YWCA's LAUNCH program, a young woman must be referred from a case worker and be:

- Priority Youth between the ages of 15-30
- A Canadian citizen, permanent resident, or person who has been granted refugee status in Canada (legally entitled to work)
- Out of school
- Legally entitled to work according to relevant provincial/territorial legislation and regulations (i.e. minimum wage or age for employment)
- Not in receipt of Employment Insurance (EI) benefits
- Have not have received EI in the past 3 years, in the case of maternity leave, 5years.
- Unemployed or underemployed
- Able to commit to 30 hours per week at minimum wage. Please note that transportation and childcare will not be provided through the LAUNCH project.

Application Process

Application packages must include:

- A letter from reference organizations such as Community Services, Department of Justice, YMOVE, and stating:

- That they are your caseworker, including the details of the organization from which they work, i.e. "My name is John Smith and I am Jane Doe's Caseworker through the YMOVE program".
- Their recommendation for you to go through the LAUNCH program.
- That you are eligible for the program and that they are able and willing and able to continue to provide support to you as you complete this program.
- Confirmation of your level of education and that you are not currently in school.

- At least one additional letter of reference, i.e. from a teacher, community organization, or employer. Reference letters from family and friends are not suitable.

- A 500-700 word essay explaining why you want to participate in LAUNCH and why we should choose you to be among the 10 women selected to go through this program.

- The attached application form.

Applications must be returned to:

YWCA Halifax's LAUNCH Program

C/O Nicole Boutlier

1233 Barrington Street

Halifax, NS B3J 1Y2

Or

Fax: 423-7761



PARTICIPANT APPLICATION FORM

Identifying Information

Family Name:	First Name:
Nationality:	Are you a Canadian Citizen?
Home address	Current address (if different)
Phone Number:	Mobile:
e-mail:	

Part-time or full-time work and volunteer experience (if applicable)

Name of organization	
Dates	Position
Main duties	
Name of organization	
Dates	
Main duties	
Name of organization	
Dates	

Main duties
Name of organization
Dates
Main duties

EXPECTATIONS

Explain what skills, knowledge, insights, etc. you expect to gain from participation in this program.

OTHER

Note: This information is not part of the selection criteria, and is solicited only to facilitate planning.

Skills/Languages	0=none	1=basic speak	2=good Read	3=excellent Write
English				
French				
Other				

Skills/Computer	1=basic; 2=good; 3-proficient
Word	
PowerPoint	
Graphics applications	

Internet	
Use of electronic data bases	
Other	

Special Needs

Dietary needs	
Physical disabilities	
ALL Other	

Applicants Signature

Caseworkers Signature

Date

Date