

Training Education Empowering Innovation

American Recovery and Reinvestment Act Report

Reporting Period
July - September 2009

Coconino County Career Center
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“Energetic, Enthusiastic, and Hard Working”

“The opportunity to have four energetic, enthusiastic and hard working young women assist our program this summer has had immeasurable benefits. Their excitement about work and being a part of our project was contagious.”

*Deidre Crawley,
Civic Service Institute, NAU*

As quoted from Deidre Crawley at Northern Arizona University who worked with four interns funded by the Summer Employment Grant-

“Because of the interns that were working with us, our program is now months ahead of where we would have been if they were not a part of our staff. The best part is how much they have accomplished. The hard part is keeping them busy because they work so hard and so fast.

They have also learned new skills and a sense of what it takes to work as a team. They will leave with an enhanced resume and ready to be a valuable asset to their next employer. Thank you for the opportunity to mentor our emerging workforce. They are awesome!”

Interns Trained and Ready for Work

The Coconino Career Center partnered with the Coconino Community College’s, Community and Corporate Learning Division at the county-wide **Workplace Readiness Training Workshop** for summer youth interns.

The huge undertaking was conducted at three Coconino Community College campuses. As a result of a partnership between the Coconino Career Center and the college, more than 90 students, who were working as interns through the **Summer Youth Employment Program**, received training simultaneously via interactive television in Flagstaff, Williams, Page and Fredonia.

The workshop provided training

that gave students skills to prepare for employment.

Upon completion, each participant

received a personal portfolio, certificate, and a USB drive with the program information included.



Students attending the Workplace Readiness Training Workshop were addressed by a variety of professionals from throughout Coconino County. Coconino Career Center Director, Carol Curtis address a classroom in Flagstaff, AZ.

Coconino Career Center: Providing a Bridge to the Future

The American Recovery and Reinvestment Act of 2009 was signed into law by President Obama on February 17, 2009. The Recovery Act is intended to preserve and create jobs, promote the nation's economic recovery and assist those most impacted by the recession.

Coconino County was awarded \$586,641 for activities authorized under the Workforce Investment Act (WIA) which is being administered by the Coconino County Career Center. The Coconino County Career Center mission is:

To provide a bridge to the future, making a difference by:

- Training individuals to take charge of their career success
- Providing employers with quality employees
- Meeting the challenge of a changing work environment

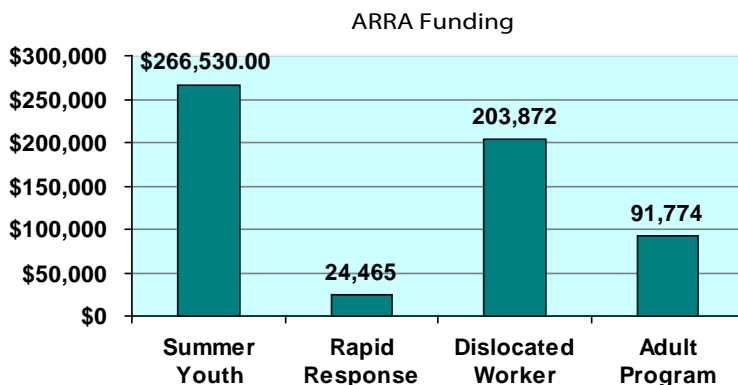
We conscientiously serve the communities of our county and positively contribute to a better economy.

The Coconino County Career Center works with the Coconino County Board of Supervisors and with the Coconino County Workforce Investment Board. The Board draws its membership from the communities we serve and is made up of representatives from all areas of the public, private, and non-profit sectors.

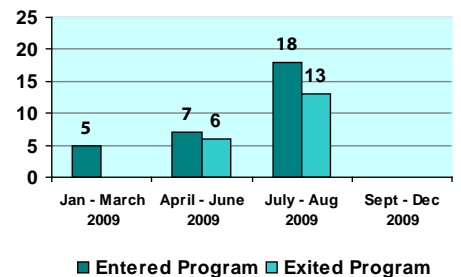
The Coconino County Career Center received \$586,641 from the American Recovery and Investment Act and is already well into the implementation of programs that put the money to work for the residents of off-reservation Coconino County.

The Career Center is focusing strongly on:

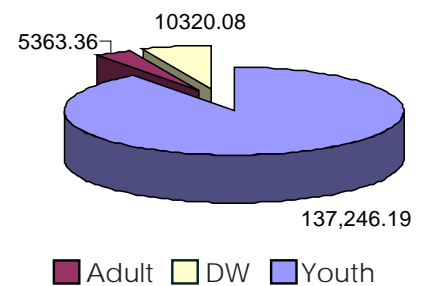
- Low-income youth employment and skills training
- Rapid Response activities to employers and their employees facing lay-off and closure
- Dislocated Worker re-employment services
- Adult programs including adult training and employment.



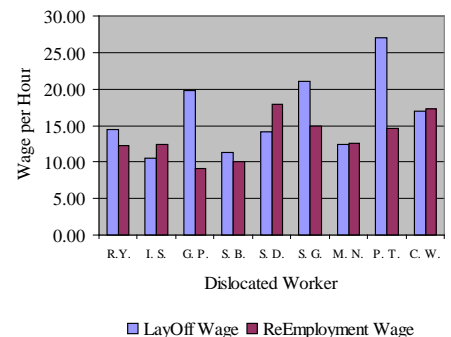
Adults / DW's
Entering & Exiting the Program



ARRA Dollars Spent through Sept '09 by Funding Area



Wages
Lay-Off vs Re-Employment



Success Celebration Held

Each quarter a Success Celebration is held to honor those who have moved successfully toward reaching their goals.

Success comes in many different forms, for the many different age groups we serve.

Some are completing a high school diploma or a college degree, some are receiving an accreditation for specific training, while still others are becoming re-employed. Often, those who are still moving toward their goals come to support these accomplishments.

Some are completing a high school diploma or a college degree, some are receiving an accreditation for



J.O.B.S. Room

The opening of the J.O.B.S. Room (J-oin Us, O-btain Skills, B-egin your Search, S-ecure your Future) provided a much needed designated space for clients and the public to meet for workshops, job clubs, computer and internet access, as well as phone, fax, and printing.

Classroom space in the JOBS room has been utilized for re-employment workshops including:

- Resume Writing Tips
- Applying for Jobs in the Public Sector
- Interviewing Skills
- Customer Service Skills
- Social Networking for Job Search
- Choosing a Successful Attitude

Overall, the value of the room is reinforced each month as we see the calendar fill more and more.

See how Job Club members have benefited

Randy Young

Now works for: *FUSD Transportation*
Job: *Bus Driver*

What have you found most useful from the Job Club? *Being able to connect each week with the other members, sharing how my job hunt was going and what I was feeling.*

How has being a member of the Job Club benefited you? *Having Job Club every week gave me stability in my schedule. It was a priority each week.*

Would you recommend the Job Club to anyone else? *I would say it is very important to be involved with Job Club. It's amazing the support you get from everyone.*

Any other Comments? *Just want to say thank you for all the support .*



JOB CLUB Encouraging Success

Coconino Career Center Job Clubs have created a network and support system that helps to carry job seekers through the job search process. We share our searches, interview experiences, networking ideas, resources and whatever may come our way. There is strength in numbers, and with that comes success.

At the Executive Level Job Club members have been introduced to local recruiters and were allowed to 'pick the brain' of local premier employers. Discussion centered on upcoming trends in hiring, how online social media is impacting recruiting and hiring practices, how to stand out in the crowd to get noticed, and what companies are really looking for when they post a job description.

County provides 100 jobs for youths



A work crew focusing on beautification program takes a break for a photo. Pictured from left to right are Alejandra Hernandez, Christian Campos, Edgar Durante, William Brown, Christopher Mitchell, and Jordan Berry.

Summer Program offers temporary employment

By John Christian Hopkins

Williams-Grand Canyon News Reporter

Article published July 8, 2009

Williams-Grand Canyon Newspaper

Sometimes on the road of life it is necessary to make a wrong turn to find the right path.

That is one of the possibilities for youths taking part in the county's summer work program, according to M. Carol Curtis, director of the Coconino County Career Center.

"Sometimes a student may say 'This is not for me.' Maybe they don't want to work indoors or don't like what they're doing," Curtis said.

That's alright, it gives the young workers perspective and experience, she said.

Coconino County received \$266,000 in federal stimulus money to provided temporary summer jobs to 100 low-income youths. Eleven of the young workers are in Williams, the others in Page, Flagstaff, and Fredonia.

The funds come from the American Recovery and Reinvestment Act,

signed into law by President Barack Obama in February.

The federal money comes in the nick of time, too.

In the eight years of the George W. Bush administration 50 percent of federal youth employment funds were diverted to other Bush programs, such as faith-based initiatives, Curtis explained.

"The county has been providing funds," Curtis said.

However the worsening economy made it impossible for the country to continue to fund summer youth work programs this year, she said.

The summer works program typically runs five or six weeks, with a sliding pay range depending on educational levels. Curtis said. "We want to encourage the youth to continue their education," she said.

The program is open to teens from junior high to age 24. Junior high participants receive minimum wage, \$7.25 an hour; high school students make \$7.50 an hour; high school drop-outs earn \$7.25; high school graduates make \$8.50 ; and college students make \$9.50.

"We went with the higher ages because we were hoping to work

with returning military or young people who have lost their jobs," Curtis said.

While the older participants work 32 to 40 hours a week, the 14- and 15-year-olds are allowed only 20 hours a week. For most of them this is their first real work experience, Curtis said.

In addition to the temporary jobs, the program also offers advice on topics such as how to write a resume, proper work attire, proper language in the workplace and how to be successful on the job, Curtis said.

On June 29 Coconino Community College in Flagstaff conducted a workshop, broadcast to locations in Page and Williams. The workshop included topics like on-line job searches and how to interview for a job.

"It's a good thing to do," Curtis said. "All teens need some support for workplace success."

In Williams, some of the youths work at the Chamber of Commerce and Visitors Center; and a special team of four students, ages 14 to 16, are working on beautification

Continued on Page 5



Coconino County Summer Youth Employment Program



Taianna Yee, SYEP Intern.

“My university professors always stressed the importance of internships for two reasons. First, it looks fantastic on a resume, and second, if you find you do not like the internship, you better change your major,” said Taianna Yee.

Relations Intern.

I started at the office in March of this year, but it was difficult to keep a part-time job (20 hours per week), the internship (10-15 hours per week), and full-time enrollment at Northern Arizona University.

“With the help of this program I have taken my knowledge and skills to the next level and improved my Public Relations skills with real world experiences. This has been a great experience, and I am positive it will be nothing but beneficial in the future.”

She continues, “I was coming to a close on my junior year, and I finally decided it was about time for an internship. I knew I had to find something relevant to my majors, Journalism and Public Relations, and I knew I had to do it at a local non-profit agency.

I found the perfect place. The Coconino County Attorney’s Office was looking for an unpaid Public

At the close of the school year, I found out about the Coconino Career Center Summer Youth Employment Program (SYEP), where I could get paid to do something I love and it was exactly what I wanted to do.

I was accepted into the program and better yet, was able to work 32 hours a week

I have had the opportunity to

utilize what I was learning in my classes. So far, I have developed a promotional magnets, brochures, press releases, everything relevant to my soon-to-be career. I absolutely love my job in public relations.

I wouldn’t have been able to do it without the Coconino County SYEP. This program is so great and beneficial that I have told everyone I know. With the help of this program I have taken my knowledge and skills to the next level and improved my Public Relations skills with real world experiences. This has been a great experience, and I am positive it will be nothing but beneficial in the future.

Oh, and what am I planning on doing with the money I earn? Save for a down payment on a house.”

County Provides 100 Jobs . . . Continued from page 4

projects around the city, under the direction of Sandy Amazeen. Similar crews are working on beautification projects in Flagstaff and Page.

The week of June 29 the teens were busy working at the food bank, Amazeen said.

“They redid the floor, painted benches, moved the shelves and restocked the food,” Amazeen said. “They did it all in two days.”

Her crew also spent time helping

to prepare Cureton Field for the Little League championships, Amazeen added.

The kids are working hard - and dreaming even harder.

“They’re already counting up how much money they’ll have after this,” Amazeen said.

The young workers remain in their home communities in the hope of showing them that they are valuable to their communities, Curtis said.



Flagstaff Work Crew

“A lot of time our high school graduates leave the community for the city,” she said.

While the program is temporary, there’s always a possibility that a young worker will make such an impression that employment could follow, Curtis said.

SYEP Picture Gallery

Map showing Coconino County Arizona




Coconino County covers an area of 18,661 square miles, making it larger than each of the nine smallest states in the US. From north to south the county is approximately 275 miles.

Building Bridges with Training



Lean Green Belt Certification Flagstaff, AZ

With years of experience in quality control, **Jim Zeimantz** never expected to find himself underqualified when he was laid off. The qualifications to re-enter the field had changed while he was employed as Director of Quality and Technical Services. ARRA funds have allowed Jim to begin to strengthen and reestablish his credentials through an online class at  Arizona State University.



CDL Program, Flagstaff AZ

Chris Nelson found himself laid off from an industry that had slowed down due to economic issues. With a young family, Chris wanted to improve his skills in a field that would sustain them for many years. From other family members in the truck driving industry, Chris knew all the good and bad that went with truck driving. Changing careers is never easy, but with the help of the ARRA funds provided through the Career Center, Chris has begun his training for a new career.

Registered Nursing Program Fredonia, AZ

The small town of Fredonia, near the Utah border, has limited employment opportunities. When **Kyler Ray** was laid off from a local woodworking business, he wanted an opportunity to re-train in a stable field that would provide a good income for he and his family. Thanks to ARRA training dollars, he is enrolled in the Mohave Community College Registered **MCC** Nursing program in nearby Colorado City and looks forward to earning an AAS degree along with his RN license.



Assistive Technology Certification Flagstaff, AZ

Searching for a growing field that would allow him to provide service to others, **Daniel Overman** found himself drawn to the Certification program at NAU for Assistive Technology. The training and certification will position him with skills to deliver assistive technology services to adults and children with disabilities. Only with the help of the ARRA funding is Daniel able to reach for his goal.



Education Degree, Page AZ

Basha's grocery store closed its doors in July, leaving many long-time employees without employment. One of these former employees, **Jeremy Seay**, is now following his dream of becoming a teacher by taking courses at Coconino Community College toward his AAS in Education while applying to become a substitute teacher to earn a little income for his family as well as gain teaching experience while completing his education.



RN Program, Flagstaff, AZ

This year, ARRA funds administered by the Career Center will assist **five nursing students** in their final year of study at Coconino Community College with their NCLEX licensing exam. The partnership between the Career Center and Coconino Community College is especially important given the shortage of licensed nurses in the current economic climate.

Legal Secretary Certification Fredonia, AZ

Kelly Koeller was recently laid off from Best Friends, Inc. as they were forced to cut jobs in our poor economy. She is now using ARRA funds to take on-line courses from

University of Arizona to brush up her skills in the legal secretary profession. She hopes to have a position in the legal field by Spring 2010 and is willing to relocate to pursue her goals.





events & services

Curriculum Development for Job Seekers: Ongoing development of timely re-employment skills, offering job search strategies, internet usage, resume development, interviewing techniques and other current information.

New Workshops offered Bimonthly: With an ever-changing economy and job skill base, new workshops are added bimonthly to help job seekers keep current on skills, knowledge, and current employment issues.

A new training program for **Caregivers and Electronic Health IT Systems** is being implemented in a joint initiative between Coconino and Yavapai Counties. The program will allow applicants to quickly update skills for employment in a demand industry.

~ Job Fairs ~

The Career Center is present at city-wide job fairs to encourage participants to learn about our programs.

~ Success Celebration ~

Held quarterly, this is an opportunity to celebrate with others who have reached their goals.

~ Open Lab ~

Times are available daily to use the internet, use job search resources or to submit applications.

EEO employer/program. Auxiliary aids and services available upon request to individual with disabilities.



**COCONINO
COUNTY**
A R I Z O N A

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