

Job Mentor Program – Job Shadow Overview

The City of Albuquerque’s Job Mentor Program (JMP) prepares high school students for the workforce through a school-based program and paid summer internships.

The school-based program involves group and individual meetings in which students receive career-readiness training for elective credit. Students also participate in volunteer, community service, and Job Shadow placements for which they can receive a stipend. Job shadowing is invaluable experience that helps students decide what they might (or might not) want to pursue in terms of careers, post-secondary education and training.

How are Job Shadow placements made?

Students work with their school’s JMP coordinator to find placements where they can learn more about a career that they are interested in.

Students are eligible to receive a stipend for up to 30 hours of Job Shadow experience per semester; however, we do not require Job Shadow sites to host students for the total number of hours. When setting up the Job Shadow placements, the supervisor, school-based coordinator, and student can determine how many hours the placement should last.

Once a job shadow placement is secured, students and their parents or guardians sign the Job Shadow Permission Form in which they acknowledge the terms of the job shadow placement. These permission forms are collected by each school’s JMP coordinator and kept on file in the students’ JMP portfolio.

What are the Job Shadow Supervisor’s responsibilities?

Job Shadow supervisors should ensure that students are able to learn about the industry / organization where they are shadowing. Students should be given an opportunity to see how the industry works, to ask questions, and to participate in hands-on activities when possible. Students should be under direct supervision throughout their Job Shadow experience.

Please be sure to review the New Mexico Child Labor Laws (dws.state.nm.us/Child-Labor), especially regarding activities that are considered hazardous for teens.

Job Shadow supervisors will sign a time sheet at the end of the semester confirming the hours that the student has spent at their site.

Job Shadow Stipends

Students who job shadow are eligible to receive a \$200 stipend for completing 30 hours of job shadowing each semester. They may also earn \$125 for 20 hours, or \$50 for 10 hours. They will fill out a time sheet for each job shadow placement with their hours of shadowing. This timesheet will be turned in to their school-based JMP coordinator, who will verify the hours, then submit the timesheet to the City for payment.

Job Mentor Program FY23 Job Shadow Policies

JMP participants can receive a stipend for participating in Job Shadow experiences during the school year. The stipend amounts available per semester are as follows:

10 hours of Job Shadow = \$50
20 hours of Job Shadow = \$125
30 hours of Job Shadow = \$200

Job Shadow is an opportunity for students to learn about different career paths that they are interested in, and are a chance for students to gain skills that will help them in their future work.

Job Shadow is NOT a program where students get paid for doing work at home, or for working at a site where they

Job Shadow Rules:

- Students cannot be supervised by a family member for their job shadow experience. If they complete Job Shadow hours at a family member's workplace, someone who is NOT their family member must be their direct supervisor.
- Students are not eligible to receive the Job Shadow stipend for completing more than 30 hours doing the same work at the same worksite during the extent of their time in JMP. This stipend is meant to encourage students to learn about a variety of work options.
- Students are responsible for completing their timesheet. Time sheets must include supervisor information, the Job Shadow location, and a description of Job Shadow duties.
- School-based Coordinators (SBCs) are responsible for ensuring that parents / guardians sign the Job Shadow Permission form for each Job Shadow placement before their child begins their Job Shadow hours.
- SBCs are responsible for verifying that students' Job Shadow timesheets are accurate and complete. They are also responsible for collecting and submitting their students' time sheets to the City of Albuquerque JMP staff by the given due date each semester.
- JMP staff reserve the right to decline Job Shadow stipend requests if any of the above rules are not followed. If SBCs or students have any questions about whether Job Shadow hours will be approved, they should contact the City's JMP staff BEFORE starting the Job Shadow hours.

Tips for finding Job Shadow placements:

- Students or SBCs can contact business or organizations that align to student's career interests. Students and/or School-based Coordinators can initiate contacts with business or organization. Information that should be gathered from interested business/organizations include: the number of hours that the student can shadow at the worksite, what kind of work the student could observe / help with, and who will be the student's supervisor during the experience.
- Volunteer experiences can count for job shadow. Some places to find volunteer opportunities: <https://www.oneabqvolunteers.com/need/>, <https://www.groundworksnm.org/volunteer-connection>, or at individual non-profit websites.
- Attending a job fair or other career-readiness event can be counted as a job shadow experience.
- Attending a field trip, tour of a work site or career-related presentation outside of normal class expectations can also count as job shadow. The City of Albuquerque JMP Staff will work with various organizations to set up these types of opportunities and notify School-based Coordinators when opportunities are available.
- Contact JMP staff for help in securing Job Shadow placements. We are happy to help arrange Job Shadow placements within the City, or at other government or non-profit organizations.