



Job Mentor Program 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 = \$70
- 20 hours of Job Shadow = \$150
- 30 hours of Job Shadow = \$250

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 also receive a pay check.

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. Timesheets 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 rules above 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 and / or SBCs can contact businesses or organizations that align to students' career interests. Information that should be gathered from interested businesses or organizations include: the number of hours that the student can shadow at the worksite, what kind of work the student could observe or 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 are <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 notify SBCs of these type of opportunities as they arise.
- 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.