

YMCA Field Training Agreement / Plan

Name of Shadower: _____

Name of Learning Coach: _____

The above-named parties agree that the purpose of this assignment is to allow _____ (insert name of participant) to job shadow at the YMCA – Early Childhood Program. It is expected that _____ (insert name of participant) will gain insight into what are some routine daily tasks associated with the Early Childhood classifications, and how they are executed by a seasoned staff.

▼ PARAMETERS OF THE ASSIGNMENT

It is understood that the student job shadowing does constitute formal training and can be applied towards work experience in a particular classification (X2VOL). **Job shadowing assignments should not exceed 16 total hours. Students must be enrolled in 2 Early Childhood courses at OHVA and maintain a passing grade (C-) to participate.**

▼ TASKS TO BE OBSERVED

The following tasks should be observed during the job shadowing assignment:

- Students will be paired with a mentor who they will shadow throughout the workday. Students will be able to ask questions, interact with children and gain hands on experience in the Early Childhood career path.

▼ LENGTH OF THE ASSIGNMENT

If business needs permit, the job shadowing assignment is scheduled to occur at their scheduled times (will be sent to Learning Coaches and Student). **Students are required to dress in business casual attire while at the YMCA, and to be respectful and use appropriate language while job shadowing.** Learning Coaches agree to provide transportation to and from the field training location.

Participant's Name

Date

Learning Coach

Date