

NATIONAL YOUTH ADMINISTRATION
OF WASHINGTON

1004 Washington Building

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June 15, 1939

TO: YOUNG MEN 18 TO 24 YEARS OF AGE

SUBJECT: RESIDENT WORK EXPERIENCE PROJECT AT PORT TOWNSEND,
WASHINGTON

The purpose of this letter is to give young people and their parents information about the Resident Work Experience Project at Port Townsend, Washington, which has been in operation since December, 1938. The United States Public Health Service has given the NYA use of its facilities at Port Townsend, Washington, which are comfortable, well located, and well adapted to project and school purposes. Photographs of the buildings may be seen at NYA district offices. Youths from 18 to 24 years of age inclusive from the State of Washington are given an opportunity to work and learn at this resident project.

The program is designed to give young men exploratory work experience and instruction in three vocational fields. Actual work is tied in with the instruction courses. Youths are instructed in the basic skills and techniques of various industries and develop good work habits and a knowledge of the requirements of various trades. Youths who make good records at the project will be recommended to employers and to local apprentice committees by the National Youth Administration when they return to their home communities.

It should be definitely understood that the project does not contemplate the training of craftsmen. The six months' term as planned is much too short for this purpose even if the entire time were to be devoted to a single trade. In accordance with the best modern theory, three trades will be sampled during the six months. The purposes are to enable youths to determine their aptitudes, to learn what occupations they are and are not fitted for, in order that they may choose vocations with a reasonable probability of success and so enter apprenticeships, vocational schools, or employment leading to a definite vocational objective.

ELIGIBILITY

Selections are made from those youths now employed on NYA projects or certified as eligible and awaiting assignment to NYA projects. Enrollment is made through cooperation of NYA district supervisors, welfare offices, members of the resident project staff, and, where possible, local committees composed of representatives of labor, industry and education. Eligibility requirements are as follows:

1. Youths must be at least 18 years of age and not more than 24 years and 6 months of age at the time of enrollment.

2. Youths must now be working on NYA projects or be certified as eligible for project work under NYA regulations. The following classes of youths are eligible for certification:

A youth member of a family certified as in need at the time of application regardless of whether the primary wage earner is employed on the Works Program.

A youth member of a family which is in need at the time of application regardless of whether the primary wage earner has been certified.

A youth member of a family eligible for any form of public assistance, such as youth members of homestead families and families which receive subsistence grants from the Farm Security Administration.

A youth without family connections who is in need at the time of application.

Noncertified youths who believe themselves eligible under any of the above headings may apply immediately at NYA district offices, but must be certified by the welfare office of the county in which they reside before they can be assigned to the project.

3. Each applicant must have a genuine interest in one or more of the vocational fields offered by this project. Each applicant's past work history must be satisfactory to the National Youth Administration, and the youth must show evidence of good work aptitudes and personal ambition.
4. Applicants must have completed the 8th grade. In exceptional cases this requirement may be waived by the State Youth Director on the recommendation of the NYA district supervisor or the project superintendent. Preference will be given to youths who have had some preliminary training in one or more of the types of project work planned.
5. Each applicant must be in good physical and mental health. A medical examination will be required before assignment to the project, and an examination will be given on arrival at the project to assure that youths will not endanger the health of others.

WORK PROGRAM

The following types of work are now in operation or will be started before June 30th:

1. Wood Shop. This shop is now constructing tables, benches, bed frames, and other furniture both for housing the youths on the project and for the various shops and classrooms.

2. Remodeling and repair of floors and rooms in the Marine Hospital Building for classes and shops.
3. Drafting. Both Mechanical Drawing and Woodshop Drawing classes are in operation, wherein drawings are made for the various shop operations.
4. Gasoline Engine Repair. Present shops are overhauling automobile, marine, and airplane motors. Future plans call for enlargement of the airplane engine repair shop.
5. Buildings and Grounds Maintenance. This work includes oil plant operation, steam plant operation, janitor work, and grounds maintenance.
6. Paint Shop. Work in this shop includes finishing work for the wood shop and sign painting.
7. Radio Shop. This shop is engaged in the assembling of radio sending and receiving sets and is also doing such allied work as electrical wiring, etc. Courses are offered in radio code.
8. Photography Shop. This shop is engaged in taking, developing, printing and enlarging photographs of work done by project youths.
9. Cooking. A number of youths are employed in the kitchens as student cooks. Classes are offered in cooking, meat-cutting, etc.
10. Plumbing Shop. In this shop youths are removing steam and water lines throughout the Marine Hospital Building and running new lines.
11. Metal and Machine Shop. Youths are working on various items of equipment and machinery. This shop has been expanded recently by the addition of sheet metal and welding equipment.
12. Clerical Work. A number of youths on the project are receiving work training in the various offices and supply rooms.

Work projects and related instruction are organized progressively as the number of persons on the project increases. A sufficient variety is offered to enable each worker to gain experience in three different types of activity during the six months in residence.

Each youth worker works three hours a day on the project and spends three hours a day in related training classes. Additional instruction is given in the following subjects:

1. Health and hygiene.
2. Occupational information.
3. Citizenship.
4. Safety education.
5. Economic problems, including relations of employer and employee.
6. Organization and management of cooperative enterprises.

GUIDANCE AND COUNSELING

The staff includes a qualified person who acts as a vocational guidance counselor. This staff member conducts both individual and group counseling activities and aids youths in their choice of project work and related training activities. He will also follow up on placements for youths after they leave the project.

LIVING CONDITIONS

The cost of food, housing, medical, and dental care is defrayed by means of payroll deductions. Over and above these items each youth receives approximately \$10.00 per month in cash. Also there is opportunity for an increased wage, which is given to youths who earn such ratings by performing superior work or acting in the capacity of subforeman.

SELF GOVERNMENT

Youths are given the fullest possible opportunity for self government as to all activities outside class and work time and are requested to designate a member or members who sit with the staff in determining administrative questions and governing activities conducted during work project and related training time. The resident project workers hold an election each three months at which time they elect a student chairman, vice chairman, secretary, treasurer, sergeant-at-arms, and councilman. The youths operate a cooperative canteen under the supervision of their own treasurer which enables them to purchase various items at lower cost. Under the constitution adopted by the project workers the youths are enabled to meet the various problems which are presented from time to time.

LENGTH OF TERM AND NUMBER OF WORKERS

A period of six months has been tentatively set as the maximum time at the project for any youth. This period will give each youth an exploratory period of two months in each of three different occupations. Operation will be continuous, with approximately one-third of the youths leaving at the end of each two months' period.

APPLICATION BLANKS

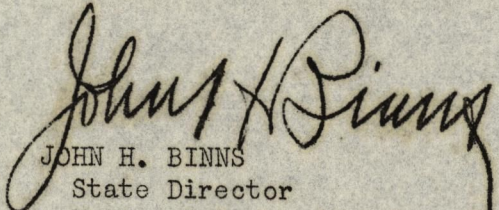
An application blank is attached. Any young man desiring to apply should complete the blank and return it to the NYA office at the earliest possible moment.

DISTRICT SUPERVISOR

ADDRESS

Accepted applicants will be notified by the appropriate NYA office. They should be ready to proceed to Port Townsend at once. If there is an excess of applications, a waiting list will be established. Each accepted applicant will be notified as to transportation arrangements as soon as the application is accepted.

Each worker accepted for the project should bring work clothes, work shoes, and such other clothing and personal equipment as are available. All bedding will be provided by the project. Pets and firearms must be left at home. Cameras, musical instruments and athletic equipment are desirable but not necessary.


JOHN H. BINNS
State Director
National Youth Administration

NATIONAL YOUTH ADMINISTRATION
1004 Washington Building
Tacoma, Washington

APPLICATION

To Attend
Resident Work Experience School and Project
for Young Men
PORT TOWNSEND, WASHINGTON

Qualifications: 18 years of age. Not more than 24 years and 6 months of age. Certified or eligible for certification for NYA project work. Interested in mechanical or service occupations. Willing to complete six months' course if enrolled. Completion of 8th grade (may be waived by State Youth Director). Preference will be given to those having some preliminary training in mechanical or service occupations.

NAME _____ CASE NO. _____
(Print) (Last Name) (First Name) (Middle Initial)

ADDRESS _____ EMP. SERV. ID. NO. _____
(Street or RFD & Box) (Town) (County) (State)

PARENT OR GUARDIAN _____
(Name) (Address)

DATE OF BIRTH: MONTH _____ DAY _____ YEAR _____ SEX _____

LAST SCHOOL GRADE COMPLETED _____ PLACE _____ DATE _____

VOCATIONAL COURSES COMPLETED _____

ARE YOU NOW EMPLOYED ON AN NYA PROJECT? _____ PROJECT NO. _____

WERE YOU FORMERLY EMPLOYED ON AN NYA PROJECT? _____ PROJECT NO. _____

WORK EXPERIENCE (OTHER THAN PROJECTS)

DATES	NAMES AND ADDRESSES OF EMPLOYERS	KIND OF WORK

WHAT KIND OF TRAINING DO YOU MOST DESIRE? _____

ARE YOU WILLING TO GO TO PORT TOWNSEND AND REMAIN FOR 6 MONTHS? _____

Recommended By: _____

SIGNATURE

TITLE

SIGNATURE OF APPLICANT
Send completed application
immediately to the NYA District
Office.