

# CITY OF LOS ANGELES

CALIFORNIA

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**ECONOMIC AND WORKFORCE  
DEVELOPMENT DEPARTMENT**

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LOS ANGELES, CA 90017

**DATE:** April 1, 2025

**TO:** LA's Workforce Development System – YouthSource Centers

**FROM:** Gerardo Ruvalcaba, Assistant General Manager  
Workforce Development Division

**SUBJECT: WDS DIRECTIVE No. 25-09  
YOUTH DEVELOPMENT PRACTITIONER APPRENTICESHIP**

## **EFFECTIVE DATE**

This directive is effective upon date of issuance.

## **PURPOSE**

The purpose of this directive is to officially provide instructions related to the launch the Youth Development Practitioner Apprenticeship (YDPA) program and communicate required actions to be completed by the City of Los Angeles' (City) fourteen (14) YouthSource Centers (YSC).

## **BACKGROUND**

The youth development field is of critical importance to Opportunity Youth — individuals between the ages of 16 and 24 years of age who are disconnected from school and/or work and are at high risk of disconnection due to their involvement in the housing insecurities, child welfare and/or justice system. By engaging these youth through efforts such as skills training and paid work experience, youth development practitioners enable the youth to interact with their communities in healthy and productive ways. Youth development also plays a crucial role in aiding young people to cope with personal and societal challenges, supporting youth in building positive relationships, and encouraging youth voice and leadership.

Youth development professionals often serve as the first responders in youth crises, but the direct service nature of this work can lead to high turnover and burnout among employees. Appropriate training and professional development can increase the effectiveness of youth services delivery to improve youth outcomes and offer employers a job retention strategy, as it builds apprentices' resilience and self-care.

## **DISCUSSION**

The YDPA is a federally registered apprenticeship program aimed at developing skilled Youth Development Practitioners. The program combines 90% on-the-job training (OJT) with 10% related technical instruction (RTI) to ensure comprehensive skill development. Participants will engage in hands-on learning experiences while receiving guidance from experienced mentors during the workday.

The YDPA will teach apprentices with following skills through a combination of 2,000 hours of on-the-job learning and 165 hours of coursework:

- Positive Youth Development Principles and Relationships
- Coaching, Planning, and Support
- Planning and Youth Development Opportunities
- Career Pathways
- Case Management
- Leveraging Technology
- Understanding How Youth Organizations Work
- Professional Development and Self-Care

This nine-month, full-time apprenticeship program is designed to provide the participants with valuable training and professional development opportunities, enhancing their skills, and culminating in a Department of Labor certificate.

### **REQUIRED ACTION**

Each YSC shall nominate one candidate to participate as an apprentice in YDPA. The ideal apprentice will be a current and full-time employee who has been working at the YSC for a minimum of 6-months and are deemed ready to advance their career in youth workforce development. The nomination shall be submitted to the point of contact and by the deadline provided below.

The following events require **mandatory attendance** by the designated apprentice and/or his/her supervisor:

### **Program Orientation**

**Date:** Thursday, April 3, 2025

**Time:** 10:00am – 11:00am

**Join Zoom Meeting:**

<https://fhi360-org.zoom.us/j/7637756307?omn=94042810202>

Meeting ID: 763 775 6307

### **Two-Day In-Person Program Launch Event**

**Location:** Goodwill Industries of Southern CA  
Northeast Los Angeles WorkSource Center)  
342 N. San Fernando Road  
Los Angeles, CA 90031

**Date:** Tuesday, April 29, 2025

**Time:** 9:00am – 3:00pm

**Date:** Wednesday, April 30, 2025

**Time:** 9:00am – 12:00pm

**DEADLINE FOR RESPONSE**

The requested nomination must be submitted by **5:00pm, Thursday, April 10, 2025**. The following information of the nominated staff member should be submitted via email to [Chang.Kim@lacity.org](mailto:Chang.Kim@lacity.org).

- Name
- Email Address
- Phone Number

Title your email **[Your Organization's name] – YDPA Apprentice**.

For questions regarding the transmission of this directive, please contact Anthony Kim at [Chang.Kim@lacity.org](mailto:Chang.Kim@lacity.org) or at (213) 744-7163, TTY: 711 for TRS.

GR:DB:AK:cg

Attachment: Youth Development Apprenticeship Program Infographic