Project SEARCH at Core-Mark is an unpaid internship program that trains young adults who have graduated from (or aged out of) high school, who have a significant disability, and who are committed to seeking competitive employment in the community. This nine-month employment training program model features total immersion in a business setting in which interns complete a series of three rotations (11 weeks) in various departments within the Core-Mark Arizona Distribution Center. It also includes instructional time for reinforcement of employment skills and career exploration opportunities — all while providing on-site job coaching and accommodations design, as needed, to support the goal of independence.

Interns participate in the program as recipients of services through the Rehabilitation Services Administration/Vocational Rehabilitation. Staffing for the program is provided by West-MEC (Western Maricopa Education Center).

**About the Program**

**Application Timeline 2017**
- Assess Applicant VR Eligibility: November 2017 – March 2018
- Information Session 1: Wednesday, November 15 (6:00pm)
- Applications Due: Friday, March 30
- Applicant Interviews: April 9 – 13
- Notice of Selection: Friday, April 20
- Intern Contract Due (Acceptance Offer): Friday, April 27
- Approval from VR Counselor to Participate: Friday, April 27
- Mandatory Incoming Intern Meeting: Wednesday, May 16 (4:30pm)
- Intern Kick-off Event: Wednesday, August 8
- Program Start Date: Wednesday, August 8

**Application Timeline 2018**
- Information Session 2*: Wednesday, January 17 (6:00pm)
- Applications Due*: Friday, March 30
- Applicant Interviews: April 9 – 13
- Notice of Selection: Friday, April 20
- Intern Contract Due (Acceptance Offer): Friday, April 27
- Approval from VR Counselor to Participate: Friday, April 27
- Mandatory Incoming Intern Meeting*: Wednesday, May 16 (4:30pm)
- Intern Kick-off Event: Wednesday, July 25 (6:00pm)
- Program Start Date: Wednesday, August 8

* RSVP to ProjectSEARCH@west-mec.org
† Details will accompany selection notification

**Site Tour**
To schedule, contact Bethany Albert (623-261-8204 or Bethany.Albert@west-mec.org).

**Host Business:** Core-Mark Arizona Distribution Center
8313 W. Latham Street, Tolleson, AZ

**Program Capacity:** 8 interns

**Potential Rotations:**
- Stocking; Dry Room/Returns;
- Single Cell Order Selector (Pick Line); Auditor;
- Driver Check-In (DCI); Janitorial/Housekeeping;
- Code/Date Stamper; Tote Stacker/Loader;
- Full Case Selector

**Daily Schedule:** (may vary)
- 9:00am – 9:15am: Arrival
- 9:15am – 10:15am: Class/Instruction Time
- 10:15am – 10:30am: Transition
- 10:30am – 1:15pm: Rotations/Work
- 1:15pm – 1:45pm: Lunch
- 1:45pm – 3:00pm: Rotations/Work
- 3:00pm – 3:30pm: Reflection

**Additional Opportunities:** Based on intern interest, capability, and host business approval, interns may train and sit for certification on Pallet Jack and/or Fork Lift operations.
A prospective intern must:

- Be between 18 to 28 years of age and have already exited high school.
- Be eligible for Vocational Rehabilitation services and approved for participation by their VR Counselor including updated Individualized Plan for Employment (IPE).
- Have a strong desire and commitment to work competitively at the end of the program.
- Have a goal to work at least 20 hours per week after program completion.
- Have the ability to meet host business clearance requirements.
- Commit to 100% attendance.
- Be willing to utilize and train for public transportation to access Project SEARCH and future competitive employment.
  
  *Program does not provide or coordinate transportation.*
- Be able to maintain appropriate behavior, hygiene, and social skills in the workplace without immediate supervision.
  
  *Interns are supported in their rotations by instructors, job coaches, and mentors. However, the expectation is that support fades as interns gain skills and confidence within a rotation. A young adult requiring one-on-one support would not be a candidate for this program.*
- Be able to communicate effectively (may be other than verbal) and take direction from a supervisor.
- Be willing to participate one evening and one weekend day during each of the three rotations.
- Have a significant barrier to competitive employment.
  
  *This program serves individuals with a range of abilities. Selection is not based on an education label or diagnosis. Rather, the selection committee endeavors to develop a cohort that is diverse in its abilities.*

**Note:** The goal of this process is to select applicants who are likely to be successful in the program at the end of which they will have training, experience, and skills necessary to become competitively employed.

**Offer of Acceptance Requirements**

If selected, candidates are required to comply with the following upon acceptance:

- *Project SEARCH Intern Contract and Project SEARCH Intern & Support Person Agreement* (sign and submit; documents included with notification of selection)
- Meet with Vocational Rehabilitation to update/develop service plan and obtain authorization to participate in Project SEARCH at Core-Mark ADC.

**Pre-Program Requirements: Core-Mark and West-MEC**

Prior to the program start date, incoming interns MUST complete and provide the following documentation:

- *Core-Mark Confidentiality Agreement*
- *Authorization for a 6-panel drug test* (results must be negative)
- *West-MEC Project SEARCH Application*
- *West-MEC Education and Record Information Release*
- *Arizona Residency Documentation Form*
- *Updated IPE and VR Authorization*