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Governor



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**STATE OF NEVADA**  
**DEPARTMENT OF ADMINISTRATION**  
***Division of Human Resource Management***  
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**MEMORANDUM**  
**HR#05-25**

January 13, 2025

**TO:** DHRM Listserv Recipients

**FROM:** Bachera Washington, Administrator *Bachera Washington*  
Division of Human Resource Management

**SUBJECT:** Department of Employment, Training and Rehabilitation Summer Youth Internship Program 2025

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The Division of Human Resource Management (DHRM) requests your support for the Summer Youth Internship Program implemented by the Department of Employment, Training, and Rehabilitation (DETR), Bureau of Vocational Rehabilitation (BVR). Introduced in 2017, this program provides valuable internship opportunities for students with disabilities, ages 17–22.

This program aims to equip students with disabilities with work experience and skills in areas such as maintenance, clerical tasks, reception, customer service, media relations, and more. By participating, students can gain practical experience, explore career interests, and develop essential workplace knowledge and skills. Interns may work 4–8 hours per day, 20–40 hours per week, for 4 weeks, with an option to extend to 5–6 weeks from **July 7, 2025, to August 1, 2025.**

**Key Program Details**

BVR will provide:

- Pay interns (there will be no charge to agencies)
- Pay Workers' Compensation Insurance
- Have Program Officers available for support
- Provide workplace readiness training to interns
- Provide any support or accommodation, as needed

DHRM will coordinate the process and tracking of agency interest forms for the program.

Participating agencies will be contacted by a DETR Program Officer to address details, questions, or concerns regarding the internships.

We kindly request your assistance by committing to offering internship opportunities to program participants. This commitment will enable early planning and training of potential interns. Please respond by **January 31, 2025**, if your agency can host one or more interns. This program provides excellent support for tasks such as scanning, filing, inventory management, data entry, or seasonal projects. Unlike the 700-Hour Program, these positions are not expected to transition into full-time roles.

For further details, please refer to the attached flyer or contact: (North) **Darrell Morlan** at 775-684-0126 or [Darrell.Morlan@admin.nv.gov](mailto:Darrell.Morlan@admin.nv.gov) and (South) **Susan Fowler** at 702-486-0895 or [sfowler@admin.nv.gov](mailto:sfowler@admin.nv.gov).