



SUMMER YOUTH EMPLOYMENT OPPORTUNITY

City of Little Rock • Department of Community Programs • www.LRDPCares.org

City Hall – Room 220W • 500 W. Markham Street • Little Rock, AR 72201 • (501) 399-3420 office • (501) 399-3425 fax
SYEO Contact: Michael A. Sanders • masanders@littlerock.gov

SUMMER YOUTH EMPLOYMENT OPPORTUNITY Worksite Frequently Asked Questions (FAQs) 2019

PERTINENT INFORMATION

- Interns must never work with youth under 6 years old or be transported from the approved worksite to work at a non-designated or non-approved worksite.
- Worksites MUST be located within the city limits of Little Rock.

WHAT ARE THE DATES OF THE PROGRAM?

The six-weeks that youth interns will be available to work are Monday, June 17th through Thursday, July 25th. (These dates may change as they are dependent upon the official last day of school.) NOTE: Thursday, July 11 is a MANDATORY Training Day when Interns will be on location at a separate site.

WHEN IS THE APPLICATION DEADLINE?

Please return worksite applications by Tuesday, April 30, 2019.

DO I HAVE TO ADVERTISE, RECRUIT, OR INTERVIEW THE YOUTH INTERNS?

No. Our office assigns a youth to your worksite by matching the student's skill set with your job description to the best of our ability. Please remember that this is a TRAINING opportunity for youth, and for many, it will be their very first job.

HOW MANY YOUTH CAN I TRAIN?

That depends on the size and type of the worksite and the number of supervisors available. Large businesses might be in a position to train several youth, while small businesses may only train a few. Regardless, there must be at least one dedicated supervisor to every five youth interns. NOTE: Interns can only work for two years at the same location.

HOW MANY HOURS A WEEK WILL YOUTH INTERNS WORK?

Youth interns work for a maximum of 32 hours a week during normal business hours (generally 8:00AM – 5:00PM, Monday through Thursday, with Fridays off. However, part-time positions of 16 hours a week may also available (4 hours in either the morning or afternoon; you may decide which works best for your worksite).

HOW ARE YOUTH INTERNS PAID?

Youth interns are officially employees of, and paid by, the City of Little Rock.

WHAT ABOUT INSURANCE, LIKE WORKMAN'S COMP?

Workman's Comp Insurance will be the responsibility of the City of Little Rock.

WHAT HAPPENS IF ANY PROBLEMS OCCUR?

The City of Little Rock also employs "Worksite Mentors" who act as liaisons between the City of Little Rock and participating worksites to resolve problems that may occur.

CAN WORKSITES TERMINATE THE EMPLOYMENT OF THE YOUTH INTERN?

Since they are officially a City employee, and not your employee, if a worksite is displeased with a Youth Intern, you are asked to contact the City of Little Rock Department of Community Programs at 501-399-3420.

WHO CAN I CONTACT FOR FURTHER INFORMATION?

Please contact Michael Sanders at 501-399-3420 or email masanders@littlerock.gov.



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Please Print

Business/Organization Name: _____

Department Name: _____ Director's Name: _____

Little Rock Address: _____ Zip Code: _____

Telephone: _____ Fax: _____

E-Mail Address: _____

PLEASE FILL OUT A SEPARATE APPLICATION FOR EACH DIFFERENT WORKSITE SUPERVISOR

Immediate Intern Supervisor: _____ Title _____

Worksite Address: _____ Zip Code _____

Telephone: _____ Fax: _____

E-Mail Address: _____

List each position available under the same supervisor. Please attach the job description for each position.

1. _____ 2. _____

3. _____ 4. _____

Total Number of Summer Interns Requested: Position 1 _____ Position 2 _____ Position 3 _____ Position 4 _____

Is there an age requirement? No Yes Required Age _____

Are there special skills required? (Please list: e.g., typing, computer skills, etc.)

1. _____ 2. _____

3. _____ 4. _____

What are the requested work hours? Daily Start Time: _____ Daily End Time: _____

Full-Time: Maximum hours authorized to work: 8 hours a day; 32 hours a week; Monday – Thursday only

Part-Time: 4 hours a day; 16 hours a week (Monday – Thursday); Prefer Mornings Afternoons

(Note: Part-Time employees are NOT guaranteed if Interns aren't available)

Is there a certain attire or dress code required? No Yes Attire _____

If requesting a returning worker (NOT guaranteed), list name of youth: _____

How many years has this person worked at your location? _____ (NOTE: Intern can only work for 2 years at the same location)

Can you pay the salary of at least ONE youth intern to help us increase the number of students placed?

Yes – at a rate of \$2,000 per student Yes – at a rate of \$2,000 per student, I can pay for _____ students

Please return this form by Tuesday, April 30, 2019 to

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