



Department of Community Programs  
City Hall, Room 220W  
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[www.LRDPCares.org](http://www.LRDPCares.org)

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## SUMMER YOUTH EMPLOYMENT OPPORTUNITY Worksite Frequently Asked Questions (FAQs) 2017

### **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 19 and ends Thursday, July 27. (These dates may change as they are dependent upon the official last day of school.)

### **WHEN IS THE APPLICATION DEADLINE?**

Please return worksite applications by Friday, April 28, 2017.

### **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.

### **HOW MANY HOURS A WEEK WILL YOUTH INTERNS WORK?**

Youth interns work for a maximum of 32 hours a week, Monday through Thursday, with Fridays off. However, part-time positions of 16 hours a week are 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 be 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 399-3420.

### **WHO CAN I CONTACT FOR FURTHER INFORMATION?**

Please contact Michael Sanders, Community Resources Manager, at 501-399.3442.