



SUMMER YOUTH EMPLOYMENT OPPORTUNITY

There is a growing need for young employees with the critical skills and positive workforce habits necessary to be productive partners for economic growth. One way the City of Little Rock works to fulfill that need is through the Summer Youth Employment Opportunity.

While the Department of Community Programs provides Little Rock youth with the opportunity to develop work skills, our overall success depends upon committed work sites and supervisors across Little Rock who are willing to share their time and expertise to train the next generation of employees.

PROGRAM INFORMATION

- **WORKSITE REGISTRATION DEADLINE: MONDAY, APRIL 30, 2018**
- All worksites MUST attend an Orientation Session prior to being approved.
- 2018 Job Placement is six weeks, from Monday, June 18-Thursday, July 26, 2018
- Interns work 32 hour weeks, from 8:00 AM – 5:00 PM, Monday-Thursday (off on Fridays)
(Note: 4-hour part-time opportunities are available for mornings or afternoons)
- Youth interns are your local Little Rock community members aged 16-21 (*high school/college students*)
- All types of jobs may qualify (*exceptions include HazMat or any that involve children under the age of 5*)
- Interns complete 20 hours of work readiness training prior to job placement at your worksite
- Interns skills and interests are matched as closely as possible with your job requirements
- The City provides a Mentor for each intern to heighten the level of employment success
- You provide on-the-job training; the City of Little Rock pays the salary and worker's comp insurance
(NOTE: Interns can only work for 2 years at the same location)

Join us and help train our youth for a brighter future as we work together to build a skilled workforce for Central Arkansas.

For more information or to sign-up as a worksite, please contact Michael Sanders at 501.399-3420 or email masanders@littlerock.gov.





Department of Community Programs
City Hall, Room 220W
500 W. Markham Street
Little Rock, AR 72201
(501) 399-3420 (office)
(501) 399-3425 (fax)
www.LRDPCares.org

SUMMER YOUTH EMPLOYMENT OPPORTUNITY Worksite Frequently Asked Questions (FAQs) 2018

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 18 and ends Thursday, July 26. (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 Monday, April 30, 2018.

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, 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 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 at 501.399.3420 or email masanders@littlerock.gov.



CITY OF LITTLE ROCK • DEPARTMENT OF COMMUNITY PROGRAMS
SUMMER YOUTH EMPLOYMENT OPPORTUNITY
EMPLOYER WORKSITE APPLICATION

PLEASE COMPLETE AND RETURN TO
Fax: (501) 399-3484 • Email: masanders@littlerock.gov
DEADLINE: MONDAY, APRIL 30, 2018

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. _____

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)

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)

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

Please return this form by Monday, April 30, 2018 to
Department of Community Programs • City Hall, Room 220W
500 W. Markham Street • Little Rock, AR 72201
(501) 399-3420 (office) • (501) 399-3425 (fax)
masanders@littlerock.gov • www.LRDCPCares.org