



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) 2020

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 15th and ends Thursday, July 23rd. (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 Thursday, April 30, 2020.

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 Monday through Thursday, 8hrs per day. A maximum of 4 days = 32 hours a week.

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.