Summer Youth Employment Worksite Agreement 2020

This agreement between the Chelsea Collaborative Summer Youth Employment Initiative and __________________ worksite shall be from July 2020 through August 2020.

(Worksite name)

The Summer Youth Employment Initiative will be responsible for:

- Matching youth to worksites.
- Providing all documents, including timesheets, Work-Based Learning Plans and surveys.
- Communicating with worksites when issues arise.
- Providing support to both youth interns and worksites.
- Upholding mandatory SYEI youth intern rules and expectations.
- Maintaining youth payroll.
- Providing weekly emails updates and reminders to all worksites.

______________________________ Worksite will be responsible for:

(Worksite name)

- Attending one of the mandatory orientations on June 4th (12:00-1:00pm), June 5th (5:30-6:30pm), June 10th (12:00-1:00pm) or June 14th (12:00-1:00pm).
- Completing youth timesheets on a weekly basis and submitting them in a timely manner.
- Completing the “Work-Based Learning Plan” with each youth intern and submitting them in a timely manner. This involves two reviews, one at the beginning of the program and one at the end.
- Completing all surveys or questionnaires required by the SYEI.
- Acting as a mentor and supervisor to all youth interns.
- Communicating with SYEI staff when issues arise.
- Acting as a positive role model.
- Upholding mandatory SYEI youth intern rules and expectations.
- Reimbursing the Chelsea Collaborative/SYEI Program for transportation costs for worksites outside of the City of Chelsea.

Completed applications may be emailed, mailed or delivered by Wednesday, April 15 to: SYEI@chelseacollab.org or to THE CHELSEA COLLABORATIVE
PLEASE DO NOT FAX!!!
If you have any questions please call Rosangelie “Rosie” at 617-461-5506
Chelsea Collaborative 318 Broadway, Chelsea, MA 02150 Phone: 617.889.6080 Email: SYEI@chelseacollab.org
Chelsea Summer Youth Employment Initiative
WORKSITE APPLICATION for YOUTH EMPLOYMENT INTERNS
Due to the Chelsea Collaborative by April 15, 2020

Organization/Business Name: _______________________________________________

Mailing Address: __________________________________________________________

City: ___________________ State: _____ Zip Code: __________

Organization/ Business Telephone: ________________________________

Will the youth be working at the site listed above? ☐ Yes ☐ No
If NO, where: __________________________________________________________

City: ___________________ State: _____ Zip Code: __________

If the youth work location is outside of the City of Chelsea, the transportation cost will be billed to your agency/business.

Name of person who will supervise youth directly: ______________________________

Supervisor’s Signature: _________________________________________________

Supervisor’s Phone: ______________________________________________________

Supervisor’s Email: ______________________________________________________

Number of Youth Requested: ____________

Please indicate skills, experience, or other requirements that are necessary for this position. The Collaborative will do its best to match youth with your requirements. Please keep in mind we cater to mostly 14-15 year olds.

______________________________________________________________

____________________________________________________________________

Is your organization able to provide individualized attention for youth that may need special supports or require individualized instructions and more consistent monitoring?

☐ Yes ☐ No

1. Organization/ Business/Agency Description

Please attach any brochure or descriptive information.

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

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2. Youth Job Description – Please indicate the following:
Job Title: ________________________________________________________________
Duties and responsibilities: _______________________________________________
Desired skills: ____________________________________________________________

3. Youth Intern Schedule

Summer Youth Employment Initiative interns will be available to work at your worksite for 16-20 hours a week for 6-7 weeks in July and August 2020 (exact program dates depend on funding). Youth Interns work at their worksites from Monday-Thursday and attend mandatory “Fifth Day” activities on Fridays.

What would be the schedule for youth interns for 16 hours a week Monday through Thursday?

<table>
<thead>
<tr>
<th>Morning “Shift”</th>
<th>Afternoon “Shift”</th>
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<tbody>
<tr>
<td>Monday _____ to ______</td>
<td>Monday _____ to ______</td>
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<td>Tuesday _____ to ______</td>
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<td>Thursday ________ to _______</td>
<td>Thursday ________ to _______</td>
</tr>
<tr>
<td># of Youth per shift: _______________</td>
<td># of Youth per shift: _______________</td>
</tr>
</tbody>
</table>

4. Youth Intern Mentor

Providing mentoring is an important part of the SYEI program. Mentoring helps youth connect to positive adults in the community and helps youth feel comfortable in their workplace. Mentors may be the supervisor and/or other personnel at your organization or business. The mentor you choose is expected to develop a relationship with the youth intern(s); explain what is expected at work, provide career related advice, explain their own career path that led to getting their position. The mentor is also expected to serve as a role model by displaying a professional positive attitude towards work, being even-tempered, non-violent, respecting diversity and should be available and approachable for questions and/or problems the youth may want to discuss.

Name of Mentor: _________________________ Signature: _________________________

Phone: _______________________________ E-mail: _______________________________

5. Youth Orientation Meet & Greet

Completed applications may be emailed, mailed or delivered by Wednesday, April 15 to:
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Worksites supervisors and or mentors are encouraged to attend the youth orientation, scheduled for June 27th, time and location will be notified to you at a later date. This is a great opportunity to meet the youth assigned to your worksite and explain the scope of their responsibilities.

6. Mandatory Worksite Orientation

Worksites are not responsible for the youth’s salary. It is required that the Immediate Supervisor(s) and Mentors for each worksite attend a two hour orientation/training, even if your organization/agency is a returning work site.

There will be two of these workshops provided, one in the morning and one in the evening. Worksite representatives will be contacted for these workshops through the information provided on this application so please make sure it is accurate.

Will you commit to have the direct supervisor and mentor from your organization attend a two hour orientation and training? □Yes □No

Please select which Orientation date you will attend:

- June 2nd, 2020 □ 12:00-1:00pm
- June 3rd, 2020 □ 5:30-6:30pm
- June 8th, 2020 □ 12:00-1:00pm
- June 18th, 2020 □ 12:00-1:00pm

A Criminal Offender Record Information (CORI) and/or a Sex Offender Record Information (SORI) will be required for some mentors and specific work assignments of the SYEI Program. The SYEI criteria for CORI and/or SORI will be made available as necessary.

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7. JOB DESCRIPTION: [YOUTH INTERNSHIP TITLE]

**Description & Primary Responsibilities:** Please describe your organization (mission/purpose) and the role your youth intern would play within it (what their day to day tasks might include).

**Youth Intern Goals:** Please list at least 3 specific, tangible goals you would like your youth intern to achieve by the end of the program (i.e. complete a customer database, conduct their own social media campaign, propose a project for an upcoming program, etc.)
Youth Intern Skills: Please list at least 3 skills a youth intern would need to do their job well and/or potential skills they can develop through this experience.

9. Please add additional information you would like us to know about your organization or internship opportunity here: