



YOUTH & PARENT INFORMATION PACKET

2016

This program financed with funds provided through Worksystems, Inc. from the U.S. Department of Labor and the Workforce Investment Act. All SummerWorks Programs are equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. To place a free relay call in Oregon dial 711.”

WHAT IS THE SUMMERWORKS PROGRAM?

SummerWorks is a locally funded initiative sponsored by Worksystems, Inc., City of Portland, Multnomah County, Washington County, City of Beaverton, TriMet, Portland Public Schools, Hillsboro School District, DHS and local private businesses that provides area youth ages 16 to 24 with enriching and constructive summer work experiences through subsidized placements in the private, non-profit and government sectors.

Through SummerWorks, we strive to provide young people with the opportunity to:

- ❖ Earn money and gain meaningful work experience;
- ❖ Learn and develop the skills, attitudes, and commitment necessary to succeed in today's world of work;
- ❖ Gain exposure to various exciting career industries; and,
- ❖ Interact with dynamic working professionals in a positive work environment.

Though SummerWorks is a short-term employment and training program, our goal is to introduce our youth to employers who will positively impact their futures.

Employers in the Multnomah and Washington County area make this annual program possible by sponsoring wages and providing structured job opportunities for youth during the summer.

WHEN IS SUMMERWORKS?

This year, the majority of jobs will start on Monday June 27, 2016 and will end by Friday September 2, 2016. But some jobs could start as early as June 1st.

HOW MANY SPACES ARE AVAILABLE THIS YEAR?

SummerWorks will provide jobs for area youth between the ages of 16 - 24 years old. This year, space is limited and we encourage youth to apply early and attend scheduled appointments and trainings.

Completing an application does not guarantee that you will receive a job this summer. Completion of the application is just the first step in determining if you meet the program's eligibility requirements.

HOW DO I APPLY FOR SUMMERWORKS?

Applications must be completed online at our website www.worksystems.org/summerworks

The online application will be available beginning on Monday March 28, 2016. Applications will be processed according to the established eligibility criteria and community partner prioritization and must be received no later than Monday April 18, 2016

In order to complete the application, you will need to provide your full social security number and you will need to have a valid email address. If you do not have an email address of your own, you are encouraged to open one. You can obtain a free email account from a variety of different email providers. Here are three sites where you can open up a free email account:

- ❖ Google/Gmail - www.gmail.com
- ❖ Yahoo - www.yahoo.com
- ❖ Hotmail - www.hotmail.com

WHAT IF I DON'T HAVE INTERNET ACCESS AT HOME?

You can apply for SummerWorks from any computer with a working internet connection. All applications must be completed online at our website www.worksystems.org/summerworks

If you don't have Internet access at home, we encourage you to use the computers at your school, the public library, or your local WorkSource Portland Metro Center.

WHAT HAPPENS AFTER I COMPLETE THE ONLINE APPLICATION?

After you complete the online application, it will be reviewed by SummerWorks staff and IF selected you will receive an email from SummerWorks requesting you sign-up for a work readiness/orientation class. During work readiness training you will be asked to bring in documentation proving your age, social security number and eligibility to work in the U.S. If you are under the age of 18 a parent or legal guardian must provide signature approval for your participation.

If you do not complete the required steps by posted deadlines, you will forfeit your space in the 2016 SummerWorks Program.

CAN COLLEGE STUDENTS PARTICIPATE IN SUMMERWORKS?

College students are encouraged to apply early at www.worksystems.org/summerworks. If you are a Multnomah or Washington County resident and attending a college outside of the area, you may still apply for SummerWorks.

HOW DO I GET PROGRAM UPDATES AFTER I APPLY?

When applying for SummerWorks, you will be asked to enter your **email address**. Updates will be sent to this address. These updates may provide detail on your application status, or suggest potential times for Orientation appointments.

Once you are accepted into the program, SummerWorks staff will continue to contact you about program requirements.

HOW WILL I BE MATCHED TO A JOB?

Youth skills and interests will be assessed during Work Readiness Training. Based on this information, you will be matched to worksites that best meet your skills and interests. Some employers may require that you interview for the position prior to starting work.

Job Matching will not begin until you have successfully completed Work Readiness Training.

Information about your job will come from SummerWorks staff.

WHAT ARE EXPECTATIONS FOR YOUTH PARTICIPANTS?

SummerWorks is not a program where youth just “sign-up” and get a check. Once you are approved to participate, successfully complete Work Readiness Training, and receive your summer job assignment, you will be expected to attend your worksite daily and to follow all rules established by your employer.

You are expected to be active, engaged, and to always put forth your best effort while on the job. Each youth is assigned a SummerWorks Job Coach who acts as a liaison to the partnering business. Any participants who are unable to maintain good standing with the employer despite this added support will be subject to termination from the job.

HOW WILL YOUTH PARTICIPANTS GET PAID?

All participants in the 2016 SummerWorks Program will be paid the Oregon minimum wage of \$9.75/hour. All wages are fully paid by SummerWorks.

Participants will only be compensated for time worked up to the maximum number of hours permitted by the program. Youth may not work beyond a maximum of 40 hours per week.

You will receive pay from SummerWorks on a regular payroll cycle; via a VISA pay card. You are strongly encouraged to open a checking or savings account now so that you do not have to pay fees for check cashing or experience delays in accessing your money.

WHO DO I CONTACT FOR MORE INFORMATION?

Program dates and information are subject to change. For the most up to date information about SummerWorks 2015, please visit:

www.worksystems.org/summerworks

If you have additional questions or need help completing your online application, you can contact us at:

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WHO IS WORKSYSTEMS?

Worksystems Inc. (www.worksystems.org) is a non-profit agency that accelerates economic growth in the City of Portland, Multnomah and Washington counties by pursuing and investing resources to improve the quality of the workforce. We design and coordinate workforce development programs and services delivered through a network of local partners to help people get the skills, training and education they need to go to work or to advance in their careers. Our partners include employers, labor groups, government, community colleges, high schools, community-based and economic development organizations. Since 1998, Worksystems has invested nearly \$300 million in our community.