

# 2009 Summer Youth Employment Fact/Information Sheet

## Who's Eligible?

Youth who live within the City of Rochester and Monroe County, currently enrolled in middle and high school, between the ages of 14–20 years old. Approximately 65% of the youth selected must meet required income guidelines (*public assistance, free/reduced lunch, foster care, & family income at or below 200% poverty guidelines (review guidelines at [www.rochesterworks.org](http://www.rochesterworks.org))*) while the remaining 35% must reside in the City of Rochester. Documentation verifying eligibility will be requested. The program will serve youth with a priority on students who have at least a 90% school attendance rate, and have had no long-term suspensions during the current school year. All applicants will be considered for appropriate and available opportunities. Effort will be made to identify a limited number of opportunities for youth with distinctive circumstances such as summer school, disability, and other restrictions. Not every youth that applies will receive employment. No one is guaranteed a job.

## Types of Jobs:

Students will work in Recreation Centers, Local Government, Community Based Organizations, Local Colleges and in Private and Public Companies in the community.

## Applications Process:

After submitting an application, students will be scheduled to attend a 2-hour Job Readiness Training and a Pre-Screen Interview in order to be eligible for a summer job. Also, a parent or guardian must attend a mandatory 1-hour Parent Orientation.

## When & Where to Apply:

Students can submit their application in person at the following locations:

### City of Rochester

Bureau of Youth Services  
City Hall, 30 Church Street, Room 222B  
Rochester, NY 14614 (585) 428-6366

### RochesterWorks! Career Center

255 N. Goodman Street  
Rochester, NY 14607  
(585) 258-3500

**Rochester City School District students can submit completed applications in high schools.**

**Please check with the Main Office for the contact person in your school.**

**Faxed copies or applications without original signatures will NOT be accepted.**

## Please note:

Submission does not guarantee selection as opportunities are limited.

- Youth who complete the application process and are selected will be contacted directly by RochesterWorks, the City's Summer of Opportunity Program, or a program operator for a personal interview - Interviews will not be conducted at time of application submission
- If you are not contacted by June 30<sup>th</sup> you have not been selected and your application will be kept on file for consideration should additional opportunities arise during the summer.

## Youth - Most Asked Questions

### Can I apply even though I don't have an up-to-date Work Permit?

- Yes. The first step is to turn in a completed application and most recent copy of your report card. A Work Permit will be required prior to job placement - No exceptions. Work Permit applications are available at the Rochester City School District administration office, 131 w. Broad Street.

### Can I apply even if I am going to summer school?

- Yes. Please note that opportunities are limited due to the large volume of youth who are applying who are in summer school verses job positions that are available.

**Should I apply even if I don't have 90% school attendance?**

- Yes. However, priority will go first to individuals who have 90% or better first.

**Do I have to go through Job Readiness Training if I went through one last year?**

- Yes, it is mandatory. Practice makes better. The more you do something the better you'll become.

**Can I sign-up to work for the same job I did last year?**

- There is no guarantee that the job you worked for last year will be participating in the 2009 Summer Youth Employment Program. To be successful in securing any type of employment you will need to follow the application process in a timely fashion. Selection is based on qualifications defined by the employer.

## Parent – Most Asked Questions

**My child was the first to turn in an application and still did not obtain a job, why?**

- Both the City's Summer of Opportunity and RochesterWorks! Summer Youth Employment programs are competitive processes. For the summer of 2008 RochesterWorks and the City took in more than 1500 applications. Youth are not placed based on first come first served but those who completed the entire application process and were a good fit for the available job opportunity.

**Can my child apply if we do not live in the City of Rochester?**

- Yes. Summer youth employment opportunities are available for youth living in the Monroe County.

**Is there an income guideline/requirement?**

- More than ½ of the jobs have an income guideline/requirement. There are multiple funding streams used to provide summer work experiences for youth, and some of those depend on where the student lives, household income, and other factors. We are asking youth to fill out the application in its entirety so that we can match your youth to the appropriate program/job opportunity. Please visit the RochesterWorks! website at [www.rochesterworks.org](http://www.rochesterworks.org) for additional information on the income guidelines.

**Will it be necessary to provide financial information about my household?**

- It may be necessary to provide this information, if your child is matched to an available program or job opportunity that requires this information. Under these guidelines, everyone working in the home must produce documentation on their income. See the above response for more information.

**Do I have to attend a parent orientation if I attended one last year?**

- Yes, it is mandatory. Each year processes change and it is our way to keep both you and your child informed and connected.

**What can I do as a parent to increase the chances of my youth getting a job?**

- Read all the materials and be sure that you and your youth follow-up/follow through on whatever is being asked.

**Is it true that youth who do not dress appropriately at program related functions will be rescheduled?**

- Yes. The purpose of the Job Readiness Training is to inform the youth of what is needed of him/her in order to be successful on the job interview. All appointments scheduled after youth complete the Job Readiness Training requires that they be appropriately dressed.

**Hurry to apply. There are limited jobs, and the deadline to apply is April 9, 2009!**