



SUMMERWORKS

PORTLAND + MULTNOMAH + WASHINGTON COUNTIES

EMPLOYER INFORMATION PACKET

2012



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, Housing Authority of Portland, Multnomah County and businesses that provides area youth ages 16 to 21 with enriching and constructive summer work experiences in the private 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; and
- ❖ 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 July 9, 2012 and will end by Friday August 31, 2012.

However, there are many youth on our waiting list looking for a summer job, so we should be able to accommodate your schedule if your time frame extends outside of these dates. Some work experiences may start in June and/or extend into September.

WHY SHOULD BUSINESSES SPONSOR YOUTH?

- ❖ Work experience provides youth with a chance to learn about the workplace and acquire necessary skills to obtain and keep a job, while earning a paycheck.
- ❖ There is no classroom substitute for the real world experience of showing up for work and learning skills and attributes necessary to succeed on the job.
- ❖ There is no replacement for the dignity and inspiration that comes with earning your first paycheck.
- ❖ Summer jobs provide both the competence and the confidence to help young people believe they have a future in the workforce.
- ❖ Employers who offer summer jobs have the opportunity to shape and tailor the future workforce.
- ❖ Summer jobs help strengthen the economy as young people and their families spend their earnings locally.

HOW DO EMPLOYERS SPONSOR YOUTH?

We have a straightforward process to orient employers to this initiative. We invite local employers who are interested in sponsoring an internship through SummerWorks to contact Reese Lord at 503.478.7340 or rlord@worksystems.org. Reese will walk you through the sponsorship process.

WHAT ARE THE EXPECTATIONS FOR EMPLOYERS?

We believe that one of the most important aspects of SummerWorks is the experience that youth will have at your worksite(s). As such, employers are expected to provide a safe, structured, and properly supervised worksite and to provide youth with appropriate tasks and duties to perform throughout the duration of the program. We will provide the support needed along the way to help make this happen.

To prepare for your initial conversation with Worksystems, think in advance about the following:

- ❖ What is the address and contact information for all of the worksites where youth will be assigned to work within your agency/organization;
- ❖ Who is the primary point of contact for your agency who will be responsible for communicating with Worksystems about all matters pertaining to youth assigned to your agency/organization;
- ❖ Who will be the direct supervisors of youth at your agency/organization (we require a minimum ratio of one (1) adult supervisor to eight (8) youth workers);
- ❖ What specific job opportunities/positions will be offered to youth, who will develop the job descriptions detailing the specific job duties, and what are the age and skill criteria required for the position(s).

All employees at your agency/organization who are identified as Supervisors of SummerWorks youth will be required to attend a SummerWorks Supervisor Orientation & Training session. These sessions will be scheduled with individual worksites prior to youth beginning work.

WHAT ARE EXPECTATIONS FOR YOUTH?

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

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

HOW DO YOUTH REGISTER FOR SUMMERWORKS?

Multnomah and Washington County youth who are between the ages of 16 - 21 will be able to apply online at www.worksystems.org

Applications will be processed according to the established eligibility criteria. To secure a space youth must complete an application and attend an eligibility interview with a SummerWorks staff person to prove they are eligible to participate. To maintain their space, youth will be required to complete several important tasks prior to the start of the program. Youth will complete 20 hours of work readiness training, which includes preparing their resumes, getting ready for job interviews, and learning the skills needed to be successful on the job.

HOW ARE YOUTH ASSIGNED TO WORKSITES?

Youth skills and interests will be assessed during Work Readiness Training. Based on this information youth will be matched by SummerWorks staff to potential worksites. If desired, sponsoring employers may interview and select the specific youth from a pre-screened applicant pool.

Only youth who are part of our eligible applicant pool will be able to participate in SummerWorks. If you have existing relationships with youth who meet our eligibility criteria, please encourage them to apply early!

Employers who do not wish to screen or interview youth will have youth matched to their worksite based on the criteria specified in the job descriptions and information gathered through the youth skills and interests assessment during work readiness training.

HOW WILL YOUTH PARTICIPANTS GET PAID?

All participants in the 2012 SummerWorks Program will be paid the Oregon minimum wage of \$8.80/hour.

All wages are fully administered by SummerWorks. We provide all employer of record services including payroll taxes, unemployment insurance and workers compensation.

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

Youth will receive a regular pay check from SummerWorks throughout their experience, on a standard payroll cycle.

WHO DO I CONTACT FOR MORE INFORMATION?

If you have additional questions about SummerWorks, please contact Worksystems at

Worksystems, Inc.
SummerWorks Program
1618 SW First Ave., Suite 450
Portland, OR 97201
Reese Lord
503-478-7340
rlord@worksystems.org

Program dates and information are subject to change. For the most up to date information about SummerWorks 2012 please visit:

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.