



Summer  **Works**
a program of Worksystems

EMPLOYER INFORMATION PACKET

2017

This program financed with funds provided through Worksystems from the U.S. Department of Labor and the Workforce Investment Opportunity Act. All SummerWorks Programs are equal opportunity employer/programs. 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 Public/private partnership that supports youth through their first work experience. The program is sponsored by Worksystems, City of Portland, Multnomah County, Washington County, City of Beaverton, TriMet, Portland Public Schools, Hillsboro School District and private businesses that provides area youth ages 16 to 24 with enriching and constructive summer work experiences in the private, not for 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; 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?

The SummerWorks program allows youth to work between June 1 to September 30. This year most jobs will start on Monday June 26, 2017 and will end by Friday August 25, 2017 in order to accommodate Portland Public School's first day of class on August 30.

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 Roland Chlapowski at 503.478.7332 or rchlapowski@worksystems.org. Roland 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 and complete an on-line SummerWorks Supervisor Training session. Supervisors will also schedule time with their SummerWorks Success Coach to cover additional program information regarding schedules and timesheets.

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 evidence-based 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 - 24 will be able to apply online at www.summerworkspdx.org

Applications will be processed according to the established eligibility criteria. To secure a space youth must complete an application and attend an Orientation 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 ~10 hours of work readiness training, which teaches essential workplace skills, interviewing and resume preparation.

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 2017 SummerWorks Program will be paid the Oregon minimum wage of \$11.25/hour.¹

¹ For the Portland Metro area, minimum wage increases from \$9.75 to \$11.25/hr on July 1. SummerWorks will pay \$11.25/hr for the entire summer.
Worksystems, Inc. 🌻 1618 SW First Avenue Suite 450 🌻 Portland, OR 97201 🌻 503.478.7300 🌻 www.worksystems.org

All wages are fully administered by SummerWorks. We provide all employer-of-record services including payroll taxes 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
SummerWorks Program
1618 SW First Ave., Suite 450
Portland, OR 97201
Roland Chlapowski
503.478.7332
rchlapowski@worksystems.org

Program dates and information are subject to change. For the most up to date information about SummerWorks 2017 please visit:
www.summerworkspdx.org

WHO IS WORKSYSTEMS?



Worksystems is an experienced non-profit that pursues and invests resources to improve the quality of the local workforce. WSI designs and coordinates workforce development programs and services delivered through a network of partners to help youth and adults get the skills, training and education they need to go to work or advance in their careers

Worksystems / 1618 SW First Ave., Suite 450, Portland, OR 97201 / (503) 478-7300 / worksystems.org