



TRI-COUNTY WORKFORCE INVESTMENT
BOARD

SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

2010

Summer Youth Employment Program

SUMMARY

November, 2010

OVERVIEW OF CHANGES TO 2010 PROGRAM

After careful reflection and discussion surrounding the areas needing improvement from the 2009 program, many positive changes were made to the SYEP 2010 program. The changes are outlined below:

- Worksite Supervisor Orientation prior to start of program.
- Vocational Rehabilitation Staff attended the Worksite Supervisor Orientation and answered questions supervisors might have regarding appropriate task modifications and provided necessary information about the variety of disabilities the youth participants might represent.
- Worksite Agreements included a section to address additional task modifications as agreed by site supervisor, Vocational Rehabilitation staff and EMDC staff, if modifications were necessary. This agreement was signed by worksite supervisor, youth participant and EMDC staff.
- Youth Handbook included a “Disclosure Authorization Form” for youth signature. This disclosure granted EMDC staff permission to use or disclose the youth’s protected health information for the purpose of determining special accommodations that might be required.
- Photo Consent/Release form was included in the Youth Handbook.
- Worksite Supervisor Applications, Supervisor Handbooks, Youth Handbooks, Safety forms and information, Timesheets and instructions were all posted on the EMDC Website.
- Youth recruitment and support was divided up amongst EMDC Career Advisors by the County in which they serve.
- Recruitment included public school systems, social service and community agencies, parent referrals, career center walk-ins. Letters were sent and visits made to appropriate agencies.
- Worksite supervisors were introduced to the youth assigned to them prior to the start of their work experience.
- Scheduled additional youth intake sessions (Saturdays, and after regular business hours to accommodate larger numbers of youth and parent’s work schedules).

- Provided youth with a list of verifiable documents required to complete SYEP applications at intake. This expedited the applications process.
- Worksite applications will be sent to the Youth Manager.
- Refined the payroll process.
- Worksite Agreement included signatures of all staff authorized to sign youth timecards in the event that the lead supervisor is not available to do so.
- Hired temporary Assistant Youth Counselors to supervise/monitor/visit youth during their work experiences.
- Youth attended a two-day WorkReady orientation, which included a review of the youth handbook, review of portfolio development project and overview of WorkReady competencies. WorkReady was done by the Career Advisors on an ongoing basis.
- Letters were sent to all youth applicants who were not placed in work experience due to “first come, first served” placement process, or lack of appropriate worksite.
- Sent letters to all worksites who did not receive a youth employee.

SUMMER PROGRAM INFORMATION

- 55 Youth completed the 2010 Summer Youth Program, working the complete length of the program and completing all assignments in their work readiness portfolios. The 5 youth who did not complete the program, exited for different reasons. One youth moved away, and other 4 youth came to mutual agreement with employers, and supervising staff that the work experience was not an appropriate placement and discontinued the program.
- Evaluations were completed by worksite supervisors at the end of weeks 2 and 6 of the work experience. The majority of youth made significant progress from their beginning of the program to the end. Progress was documented in the evaluations with many youth showing proficiency in several work readiness categories as reflected in their evaluations.
- 7 youth continued in the extended program, working until the end of September. The majority of youth who participated returned to high school or post secondary educational programs.
- The end of year celebration was held and hosted by the Eastern Maine Community College. Approximately 60 people attended.
- All employers who participated in the SYEP 2010 have expressed their willingness to participate as host worksites in the future.

- Youth ranged in age from 16-24.
- Tri-County Area (Penobscot, Piscataquis and Hancock Counties)
- Work experience included both private and public sector jobs.
- Worksites offered:
 - Specific skills training
 - Supervision/mentorship
 - Structured “real world” environment
 - Weekly paychecks

MONITORING

60 % of participants were monitored over a 4-week period of time. We received many comments from former employers that the program had vastly improved from last year. Past participants said they were having little to no problem with payroll and check processing. New participants also indicated that they had not had problems. Few participants were not clear as to what the homework/portfolio assignments were and some said they were not doing it. Overall, employers and participants seemed to be abiding to guidelines set forth in both the employer and youth handbooks.