

Host Employer Information & Application

Program Overview

Oak Futures Summer Youth Employment Program (SYEP) provides nine weeks of paid part-time (20-30 hours a week) work experience at non-profit, for-profit, and public agencies throughout the community. SYEP supports the positive development of youth, ages 14-21, by engaging them in meaningful employment, job skills training, and career exploration while providing leadership and community involvement opportunities.



Host Employer Responsibilities:

- Identify a position for selected employee
- Determine employee schedule (M-Th, 20-30 hours/ week) - Fridays are set aside to provide additional personal and professional development workshops
- Supervise employee
- Provide ongoing feedback to employee and SYEP
- Approve employee timesheet

*Note: funds to pay participants have already been secured and our disbursed by SYEP

Important Information

- **Employer Application deadline:** April 21, 2023
- **Employee Orientation:** June 6-7, 2023
- **Employee Pre-Training and Jobsite Introductions:** June 8 - 9, 2023
- **Employment Start Date:** June 12, 2023

Program funding made possible through partnerships with:

**Oak Futures
Summer Youth Employment Program Application**



Business Information

Company Name: _____

Address: _____
Street Address *Suite#*

City *State* *ZIP Code*

Point of Contact: _____
First and Last Name

Phone: _____ Email: _____

Business Type: __Government __Non-profit __For-profit __Other: _____

How many Oak Futures SYEP interns are you interested in hosting? _____

Do you already have positions identified for Oak Futures SYEP interns to fill? YES NO If yes, please specify: _____

Have you previously hosted an Oak Futures Summer Youth Employment Program youth employee? YES NO If yes, what years? _____

Do you offer on-site meals? YES NO If yes, please specify breakfast, lunch, light snack, etc. _____

Supervisor Information

Supervisor Name: _____ Department: _____

Phone: _____ Email: _____

Host Employer Responsibilities

As a Host Employer I agree to *(please initial)*:

- ___ Provide supervision of assigned youth to ensure a safe and quality experience
- ___ Authorize Oak Future Participant work hours
- ___ Provide individualized coaching to instill meaningful directives
- ___ Communicate all needs, concerns and successes

Partnership Statement

Oakridge Neighborhood continually strives to collaborate with organizations, corporations, and institutions to provide clients with the best possible outcomes. Partnerships throughout all programs have proven to be highly valuable. We believe in leveraging resources, collaborating for success with others who have expertise, and focusing on our core mission by avoiding duplication of services.