

1983 CAMBRIDGE SUMMER YOUTH PROGRAM WORKSITES

<u>WORKSITE ADDRESS</u>	<u>JOB TITLE</u>	<u>SLOTS</u>
808 Community Center 808 Memorial Drive	Junior Counselor Camp Secretary	4 1
Agassiz Community School 20 Sacramento St.	Assistant Counselor	2
American Academy of Arts & Sciences 136 Irving St.	House/Grounds Care Helper Mail Person and House Chores	2 1
Arthur D. Little Co. Acorn Park	Stockroom Clerk/Office Service Gen Maintenance/Office Service	1 1
C.A.S.H./Camb. Comm. Development 57 Inman St.	Weatherization Worker	9
Camb. Boys & Girls Club 526 Cambridge St.	Day Camp Clerk Counselor in Training P.M. Counselor in Training A.M. Admin Clerk	1 10 10 1
Cambridge Building Departemnt 795 Mass. Ave. City Hall 3rd floor 308	Records Clerk	1
Cambridge Chamber of Commerce 859 Mass. Ave.	Econ. Profile Researcher Tourism Coordinator Clerical	1 1 2
Cambridge City Clerk's Office 795 Mass. Ave.	Clerk Typist Clerk Typist	1 1
Cambridge Department of Public Works 147 Hampshire St.	Weatherization Worker Painter/Laborer Asst Architecture/Engineer	7 7 1
Camb. D.H.S./Fletcher School 51 Inman St.	Administrative Assistant Administrative Assistant	1 1
Camb. D.H.S./Gold Star Pool 51 Inman St.	Maintenance Assistant	1
Camb. D.H.S./Main Office 51 Inman St.	Office Assistant	2
Camb. D.H.S./Recreation 51 Inman St.	Locker Room Attendent Outside Recreation/Maintenance	2 5

<u>WORKSITE ADDRESS</u>	<u>JOB TITLE</u>	<u>SLOTS</u>
Camb. D.H.S./Youth Program 51 Inman St.	Youth Program Assistant	2
Cambridge District Court 40 Thorndike St.	Clerical Aide	11
Cambridge Election Commission 362 Green St.	Clerical Maintenance/Custodian	3 3
Cambridge Family Y - Day Camp 820 Mass. Ave.	Assistant Counselor Seretarial Assistant	11 1
Cambridge Food Coop 580 Mass. Ave.	Grocery Clerk Cashier Cheese and Meat Clerk Produce Clerk	1 1 1 1
Cambridge Hospital Cambridge St.	Clerk Receptionist Clerical Aide Laundry Department Dietary Aide Clerical Aide Secretarial Assistant Laborer Housekeeping Trainee Medical Floor Aides Messenger Messenger Secretarial Assistant/Messenger Secretary Assistant/Messenger Laboratory Aide File Clerk (Med. Records)	2 1 1 4 18 4 1 6 3 7 1 1 1 1 1 1 2
Cambridge Housing Authority 270 Green St.	Social Service Aide Clerical Assistant Landscape/Maintenance Trainees	5 5 35
Cambridge Milti-Cultural Arts Center 808 Memorial Drive	Performing Arts Trainee	25
Cambridge Oral History Center 57 Inman St.	Oral History Assistant	4
Cambridge Organization of Portuguese Americans 1046 Cambridge St.	Clerical Assistant Youth Counselor Aide	1 4
Cambridge Youth Enrichment Program Phillips Brooks House-Harvard Yard	Junior Counselors Junior Counselors	2 6

<u>WORKSITE ADDRESS</u>	<u>JOB TITLE</u>	<u>SLOTS</u>
Cambridge Arts Council 57 Inman St.	Community Arts Aide	2
Cambridge Camping 99 Bishop Allen Drive	Camp Secretary	1
	Custodian Helper	2
	Senior Group Leader	4
	Junior Group Leader	12
Cambridge Community Center 5 Callendar St.	Assistant Counselor	12
Cambridge Food Coop 580 Mass. Ave.	Mobile Market Assistant	2
Cambridge Haitian American Association 105 Windsor St.	Filing/Outreach Worker	2
	Receptionist	2
Cambridge Police Department 5 Western Ave.	General Laborer	2
Cambridge Public Library 449 Broadway	Book Maintenance Aide	2
	Custodial Aide	1
Cambridge Rindge & Latin Broadway	Furniture Repair	6
	Electrician Helper Trainee	5
Cambridge School Department 159 Thorndike St.	Clerical Assistant	13
	Maintenance Assistant	4
	Ground Care Assistant	4
	Custodial Assistant	24
	Microfilming Trainee	2
Cambridge YWCA 7 Temple St.	Senior Counselor	5
	Junior Counselor	21
	Office Assistant	1
	Maintenance Assistant	1
Cambridgeport Child Care 65 R Chestnut St.	Teacher Assistant	4
CASPAR 240 Albany St.	Milti-Service Worker	1
Center Inc. Head Start 221 Hampshire St.	Office Assistant	2
Central School 43 Essex St.	Teacher Aide	1
	Teacher Aide	1
	Pre-School Teacher Aide	1

<u>WORKSITE ADDRESS</u>	<u>JOB TITLE</u>	<u>SLOTS</u>
CEOC After School Program 11 Inman St.	Teacher Assistant	4
	Assistant Teacher	2
	Teacher Assistant	3
Child Care Resource Center Inc. 24 Thorndike St.	Receptionist	1
Children's Village Inc. 55 Wheeler St.	Child Care Aide	5
Community Art Center 31 Newtowne Ct.	Teacher's Aide	6
	Assistant Receptionist	1
Department of Human Services 51 Inman St.	Grounds Maintenance	3
	Assistant Counselor	6
E.M.H.R.D.A. 50-54 Essex St.	Courrier/Property Assistant	1
East End House 105 Spring St.	Preschool Day Care Aide	1
	Preschool Day Care Aide	2
	Junior Secretary	1
	Toddler Day Care Aide	1
E.M.H.R.D.A. Client Services Department 50-54 Essex St.	Clerical Aide	1
E.M.H.R.D.A.-Cambridge 50-54 Essex St.	Office Aide	1
Fitzgerald Neighborhood Council 70 Rindge Ave.	Elderly Recreation Aide	2
	Day Camp Teacher's Aides	10
Haggerty Neighborhood Council 110 Cushing St.	Day Camp Assistant	3
	Assistant for Pre-School Program	3
	Physical Education Instructor	1
	Office Assistant	1
Harrington Neighborhood Council 850 Cambridge St.	Recreation/Office Worker	4
Harvard College Library	Library Assistant	1
	Library Shelver	4
	Mail Messenger Clerk	1
	Cataloger's Assistant	2
	Library Assistant	1
	Book Mender	1
Book Processor	2	
Harvard University Dept. of Bldgs. & Grounds 75 North Harvard St.	General Service Help	25

<u>WORKSITE ADDRESS</u>	<u>JOB TITLE</u>	<u>SLOTS</u>
Harvard University Health Services Medical Records 75 Mt. Auburn St.	Clerk	2
Harvard University/Personnel Office 1350 Mass. Ave.	Personnel Clerk	2
Harvard Upward Bound 3 Garden St.	Gym Aide Staff Assistant Maintenance Assistant	7 7 7
Just-A-Start 320 Cambridge St.	Rehab Aide Around the Corner Aide Secretary/Receptionist	35 15 1
KLH Child Development Center 136 Magazine St.	Teachers Aide Teachers Aide	4 4
Learning Development Center 50-54 Essex St.	Clerk Typist	1
Lesley College Program 29 Everett St.	Day Care/Child Ed Trainees	30
Lincoln Community School Camp 90 Rindge Ave.	Camp Aides Senior Counselors	5 5
Mid Cambridge Summer Sunshiners 51 Inman St.	Teachers' Aides (P.M.) Maintenance Crew Person Teachers' Aides (A.M.)	3 2 3
Middlesex County Probate & Family Court 208 Cambridge St.	Jr. Clerk Assistant	10
M.I.T. 77 Mass. Ave.	Clerk Typist	1
M.I.T. Committee on Visual Arts 77 Mass Ave.	Office Assistant	1
M.I.T./Administrative Info. Sys. 400 Main St.	Output Processing Assistant	1
M.I.T./Operations Research Ctr. 1 Amherst St.	Office Assistant	1
M.I.T./Wellesley Upward Bound Program 18 Vassar St.	Counselor in Training	10
Morse Neighborhood Council 40 Granite St.	Day Camp Activity Leaders	3

<u>WORKSITE ADDRESS</u>	<u>JOB TITLE</u>	<u>SLOTS</u>
Neville Manor Nursing Home 650 Concord Ave.	Patient Aides/Transporters	5
	Housekeeping	5
	Painting	5
Peabody Community School 44 Linnean St.	Senior Camp Counselor	6
	Camp Aides	6
Schools for Children, Inc. 36 Concord Ave.	Printer's Aide	1
	Food Service Aide	1
Cambridge/Somerville Elder Services 1 Davis Sq.	Mealsite Aide	2
	Home Delivered Meals Aide	3
Technology Children's Center 60 Wadsworth St.	Day Care Aide	4
Thorndike St. School 159 Thorndike St.	Teachers Assistant	5
Tobin Community School 197 Vassel Lane	Junior Counselor	10
	Senior Counselors	3
Windsor House Adult Health 105 Windsor St.	Program Aide	2
Women's Alcholism of CASPAR, Inc. 6 Camelia Ave.	Handyperson/Child Care	1
Womens Education Center 46 Pleasant St.	Staff Assistant	1
Youville Hospital 1575 Cambridge St.	Patient Transporter	2
	Housekeeping Aide	1
	Community Relations Clerk	1



CITY OF CAMBRIDGE

CAMBRIDGE, MASSACHUSETTS 02139

Tel. 498-9011

EXECUTIVE DEPARTMENT
ROBERT W. HEALY
City Manager

December 12, 1983

To the Honorable, the City Council:

The effects of unemployment on young people can be devastating. Many youth face summer after summer without employment and the opportunity to develop a sense of self-worth and responsibility that results from positive work experience; many of our young people enter adulthood feeling more at home on our communities' streets than working.

The goal of the EMHRDA Summer Youth Employment Program is to provide youth with an opportunity to develop solid work habits and self-esteem through the provision of quality work experience over the summer months. The EMHRDA Summer Program, which ended on August 26, 1983, served 450 Cambridge youth between the ages of 14 and 21 years of age. Two hundred and fifty of these youths had no prior work experience and therefore encountered the most difficulty obtaining employment. Youths were placed in various firms and agencies throughout the City and worked an average 30-hour workweek, earning \$3.35 per hour. Agencies included: Harvard University, M.I.T., Cambridge YM/WCA, Cambridge City Hospital, Department of Human Services, Cambridge Organization of Portuguese Americans, Cambridge School Department and Cambridge Public Library. Types of jobs included day care assistants, clerical aides, basic trades trainees, weatherization workers, camp counselor, librarian aides and dietary aides. (Attached is a complete list of sites and positions in Cambridge.)

EMHRDA funded twenty-four Special Projects throughout the communities. Cambridge youth participated in eight of these projects. The Special Projects which employed Cambridge youth are:

1. Department of Human Services - Cambridge Action to Save Heat (CASH). Nine youths worked in the homes of low-income elderly residents and received training in energy conservation techniques. Ten homes in the North and mid-Cambridge area were completely weatherized through extensive rebuilding/repair of windows and doors, repair of basement foundations, insulating sills and hot water tanks and exterior caulking. This project not only allowed youth to develop marketable skills, but resulted in a sense of community pride for the elderly and the youth community.
2. Cambridge Multicultural Arts Center - Twenty-three

youths received training in the performing arts: theater, drama, costume design, etc. The youths' summer work culminated in the production of a play titled "Clues in D Flat".

3. Department of Public Works - Twelve youths were involved in the following two projects:
 - a. Painting/Cambridge Police Station - Youth painted and cleaned corridors on two floors of the Cambridge Police Station, making a significant step toward improving conditions in the building.
 - b. Painting/Public Works Garage - This group of youth were given the task of painting "as much of the interior of the Garage as possible". The garage is a 44,000 square storage and maintenance facility in need of many improvements. The youth did an outstanding job preparing surfaces and painting, and were able to complete a remarkably large portion of the task they were given. The painting was the first phase in the Cambridge Public Works Department proposed improvement to the garage and was beneficial in launching their overall program, as well as increasing the morale of garage employees.
4. Lesley College Early Childhood Education Project. Twenty-three youths worked at day care centers around the City of Cambridge and two afternoons per week received classroom training in Early Childhood Education at Lesley College. This education allowed the youth to derive the maximum benefit from their summer job as they were able to integrate classroom learning with work experience.
5. Department of Human Services Recreation/Maintenance Program. Six youths were involved in the clean-up and painting of twenty-six recreational areas throughout Cambridge thus contributing to the safety of the children playing in parks/fields and to the beautification of neighborhood recreational facilities.
6. Just-A-Start. Forty youths worked in the homes of low-income residents of Cambridge and received training in carpentry, painting, plastering and insulation. One hundred and eighty-eight housing units were able to achieve multiple benefits through this project.
7. Cambridge Rindge and Latin High School Electrical and

December 12, 1983

Furniture Refining Project.

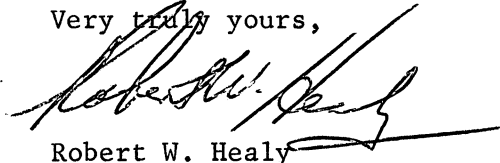
Ten youths received training in electrical work (related to the installation of public address system) and furniture refinishing/repair. Desks, tables and chairs in the Main and Teachers' Cafeteria were completely refinished as the result of the work of these youths. Those who met certain programmatic requirements were given five academic credits for their participation.

8. Cambridge Housing Authority.

Twenty six youths were involved in the maintenance of eleven public housing developments in Cambridge completing various apartment repairs and outside landscaping tasks.

The FY83 Summer Youth Employment Program not only contributed to the lives of the Cambridge youths placed at many of the worksites and Special Projects, but it also provided many benefits to our community. Community services were provided which may have been left undone due to lack of financial resources. Since these jobs were supported through federal funds, community services were increased without additional taxpayer expense.

Very truly yours,



Robert W. Healy

RWH/mbf
Enc.

Agenda Item Number One

F 325

Re: enclosing a complete listing of job sites & positions for the EMHRDA Summer Youth Employment Program for the year 1983.

In City Council,

December 12, 1983

12/12/83

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