Eastern Middlesex Human Resource Development Authority
for the City of Cambridge

RECEIVED BY OFFICE OF SUPT.
JAN 19 2 19 PM '83
CAMBRIDGE, MASS.

50-54 Essex Street
CAMBRIDGE, MA 02139
(617) 492-0591

Marlene Seltzer
Consortium Director

January 10, 1983

Dear Worksite Supervisor:

The Eastern Middlesex Human Resource Development Authority (EMHRDA) is presently soliciting requests from potential worksites for its 1983 Summer Youth Employment Program (SYEP). Attached is a Worksite Request Form and a corresponding Job Order Form for the Summer Youth Program. If you are interested in utilizing Youth participants this coming summer, please complete the attached forms in their entirety and return them to the EMHRDA office c/o Bill Maher no later than March 4, 1983. The EMHRDA office is presently located at 50-54 Essex Street, Cambridge, Massachusetts 02139. The SYEP program is scheduled to run this year from July 5th to August 26th, so you should plan accordingly.

Youth participants must be between the ages of 14-21, though experience has shown us that the majority of participants are in the younger age range, from 14 to 17. Youth participants may work between twenty and thirty hours per week, and are paid wages through EMHRDA. Each participant will receive vocational counseling through the program.

As was done last year, the 1983 SYEP is especially encouraging the development of Special Projects in the community. A Special Project is defined as a project which results in a visible product or service to the community and which employs groups of youth to do the same or very similar work. If you are interested in working within this concept, please fill out and submit the Special Project Request Form which is enclosed.

Upon receipt of Worksite Request Forms, an EMHRDA youth staff member will make arrangements with each potential SYEP worksite to conduct a pre-operational site visit.

Placement of youth at your worksite is at the discretion of the EMHRDA Youth Department.

If you have any questions regarding the above, please contact Bill Maher at 492-0591.

Sincerely,

Eileen Keegan

Eileen Keegan
Director of Youth Programs

Enclosure

EK/ea

EASTERN MIDDLESEX HUMAN RESOURCE DEVELOPMENT AUTHORITY

SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

WORKSITE REQUEST

I. AGENCY NAME _____

ADDRESS _____ PHONE # _____

WORKSITE LOCATION _____ PHONE # _____
(if different from above)

II. AGENCY DIRECTOR _____

SUPERVISOR OF SYEP PARTICIPANTS _____

ALTERNATE SUPERVISOR _____
(must be filled in)

Have you utilized youth participants in the past? _____

III. List separately all Job Titles and number of youth requested for each position.

JOB TITLE _____ # OF SLOTS _____

JOB TITLE _____ # OF SLOTS _____

JOB TITLE _____ # OF SLOTS _____

JOB TITLE _____ # OF SLOTS _____

IV. For each Job Title, please complete an enclosed Job Order Form.

EASTERN MIDDLESEX HUMAN RESOURCE DEVELOPMENT AUTHORITY

SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

JOB ORDER FORM

AGENCY NAME _____ PHONE # _____

WORKSITE LOCATION _____ PHONE # _____

JOB TITLE _____ # JOB SLOTS _____

I. WORK SCHEDULE (not to exceed 30 hours per week)

	TIME IN	TIME OUT	LENGTH OF UNPAID LUNCH BREAK
Mon:			
Tues:			
Wed:			
Thurs:			
Fri:			

TOTAL HOURS =

Indicate weekend work if applicable _____

_____

_____

II. Describe duties and responsibilities of position:

III. Describe the training you will provide to the participants and what they will learn from working with your agency:

IV. Indicate any specific needs for the positions, such as preferable ages, qualification, etc.

V. Indicate contact person for participant(s) interview _____ phone # _____

* Please take care to complete this form carefully and completely.

EASTERN MIDDLESEX HUMAN RESOURCE DEVELOPMENT AUTHORITY

SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP)

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WORKSITE LOCATION _____ PHONE # _____

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II. Describe duties and responsibilities of position:

III. Describe the training you will provide to the participants and what they will learn from working with your agency:

IV. Indicate any specific needs for the positions, such as preferable ages, qualification, etc.

V. Indicate contact person for participant(s) interview _____ phone # _____

* Please take care to complete this form carefully and completely.

SYEP SPECIAL PROJECTS REQUEST

In addition to the worksite request information, Special Projects must be described in detail below:

Will this project require an SYEP counselor/trainer to be placed at your site? If so, give job description and any special qualification for this person:

List and describe materials or training money required (reasonable cost estimates):

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Comm. from Eileen Keegan, EMHRDA Re: requests for potential worksites for its 1983 Summer Youth Employment Program(SYEP).