

## When does the program begin?

### How long will it last?

Participants will begin work on Monday, June 14. The last day of work will be Friday, August 13. **Participants are expected to work the full nine weeks. Absences will be handled on a case by case basis.**

## Who can apply to participate in the program?

- ❖ Persons who are between 14-18 years old as of May 31, 2010.
- ❖ Live within the city limits of Raleigh. **(Does not mean visiting relatives during the summer and only hire one per household & family).**

## When and how much will I be paid?

Participants will be paid \$7.25 for each hour worked. Paychecks will be distributed at the work site on a bi-weekly time schedule.

## Orientation and Training sessions.

Orientation will convene on Saturday, May 15. First year participants should attend from 9:00am – 12:00 noon. Returning employees should report from 1:00pm - 3:00pm. The program will cover policies, procedures and the completion of work related forms. Orientation is mandatory and all selected youth must be accompanied by a parent/guardian. Any youth that fails to attend their respective session will be replaced.

Mandatory Training Sessions for youth employed will occur on June 10 & June 11. They will last from two to three hours. You will receive specific training information at orientation.

## How do I apply?

Complete an application and interview at **one** of the following locations:

### Monday, March 1, 2010

3:30– 5:30 p.m.

Millbrook Exchange Park  
1905 Spring Forest Road

### Wednesday, March 3, 2010

3:30– 5:30 p.m.

Biltmore Hills Community Center  
2615 Fitzgerald Drive

### Friday, March 5, 2010

3:30– 5:30 p.m.

Lake Lynn Community Center  
7921 Ray Road

### Tuesday, March 9, 2010

3:30– 5:30 p.m.

Green Road Community Center  
4201 Green Road

### Thursday, March 11, 2010

3:30– 5:30 p.m.

Roberts Park Community Center  
1300 East Martin Street

### Monday, March 15, 2010

3:30– 5:30 p.m.

Chavis Community Center  
505 Martin Luther King, Jr. Blvd.

### Wednesday, March 17, 2010

3:30– 5:30 p.m.

Tarboro Road Community Center  
121 Tarboro Road

### Friday, March 19, 2010

3:30– 5:30 p.m.

Worthdale Community Center  
1001 Cooper Road

### Monday, March 22, 2010

3:30– 5:30 p.m.

Lions Park Community Center  
516 Dennis Avenue

### Thursday, March 25, 2010

3:30– 5:30 p.m.

Method Pioneer Building  
514 Method Road

In addition to the application, photocopies of the following documents are required.

1. U. S. Social Security Card

**AND**

2. Any One (1) of these

- ❖ NC State Issued Driver's License (with photo)
- ❖ NC State Issued Learner's Permit (with photo)
- ❖ Military Identification (with photo)
- ❖ North Carolina Identification Card (with photo)

*These Documents should show Name, Address, and Date of Birth. The purpose of these documents is to verify residency and age requirements. **No school identification cards are accepted.***

**Please bring a clear photocopy of these documents with you when you apply. (Copiers are not available at the application sites).**

**Your application will not be complete and you will not be interviewed for employment without having met all of the above requirements.**

***To help prevent fraud, as of September 3, 2009, all NC DMV offices are participating in the central issuance program which means original and renewal driver licenses, learner permits, and identification cards are all produced in a central location and mailed to the applicant within 5 to 10 days.***

## **RSYEP 2010**

The *Raleigh Summer Youth Employment Program* is designed for young people between the ages of 14 and 18 who live in the Raleigh City limits. The program seeks to develop good work habits and to stress both education and job experience.

The City of Raleigh will make 160 jobs available to program participants. Selected employees will work between 20 and 35 hours per week. Participants will earn \$7.25 per hour. Personal and career development workshops are held throughout the year.

### ***Interviewing Tips***

- *Dress appropriately*
- *Be on time*
- *Don't take a friend along*
- *Remove gum before interviewing*
- *Complete the entire application (need references)*
- *Don't draw on application*
- *Introduce yourself*
- *Relax, smile and be energized*
- *Maintain good eye contact*
- *Listen carefully to all questions*
- *Answer questions honestly*
- *Speak clearly*
- *Talk in complete sentences*
- *Tell about your skills*
- *Stress your strong points*
- *Thank the interviewer*

The City of Raleigh is an equal opportunity employer and does not discriminate on the basis of race, sex, color, creed, age, disability, sexual orientation, or national origin. With respect to the Americans with Disabilities Act (ADA), the City of Raleigh will consider reasonable accommodations when requested.

For information contact the Youth Services Division of the Community Services Department at 996-6100 or visit our website at [www.raleighnc.gov](http://www.raleighnc.gov). Click on Community Services, then Summer Youth Employment.

**Raleigh Summer Youth Employment Program (RSYEP)**  
City of Raleigh, Community Services Department  
Post Office Box 590  
Raleigh, North Carolina 27602

RALEIGH SUMMER YOUTH EMPLOYMENT

# RSYE 2010



*“Expanding Your Horizons to Success”*

*The City of Raleigh Summer Youth Employment Program promotes Raleigh's youth by helping them develop quality Life Skills. Youth perform public service while earning money and acquiring valuable job experience.*

*See what it has to offer you...*

**For more information, call**

**(919) 996-6100**

