access REAL-WORLD TRAINING

acquire SKILLS

gain EXPERIENCE

2019 summer YOUTH EMPLOYMENT program

VIRGINIA BEACH SUMMER YOUTH EMPLOYMENT PROGRAM
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Dear Virginia Beach Summer Youth Employment Youth Participant,

Congratulations on your acceptance into the Virginia Beach Summer Youth Employment Program (SYEP). The fact that you have made it past the preliminary stages shows you have a desire to work and make the most out of your summer.

You may have many reasons as to why you decided to apply for SYEP, but let me be the first to tell you that the more work you put in, the better your experience will be. SYEP will provide you with several tools that will enable you to succeed at your assigned work site, BUT it is indeed up to you to determine how you will use them.

One of my first jobs was working as a bagger at a community grocery store. Even though I was only a bagger, I made sure to value each opportunity I had to do my job and take pride in doing it well. Making sure to do my best in the “small things” eventually led to promotions and increased opportunities later down the road. So, know that your participation in this program is not the end, but only the beginning.

Through each job opportunity granted to me, I learned that there is always something new to learn and a lot more to gain. We want you to see that this 8-week program is just the first step towards a limitless future that lies before you. So, before you step foot into your workplace, make sure you show up every day with a positive, can-do attitude as you never know where this job may lead you.

Create A Great Summer!

Andréa J. Holloman

Andréa J. Holloman
Program Coordinator, Virginia Beach Summer Youth Employment Program
WHAT IS THE VIRGINIA BEACH SUMMER YOUTH EMPLOYMENT PROGRAM?

The Virginia Beach Summer Youth Employment Program (SYEP) is an 8-week program that provides jobs, financial empowerment skills and workplace readiness training to benefit young people, between the ages of 16 to 21. Participation in SYEP provides young people the opportunity to:

- Develop the skills needed to be successful and obtain jobs in the real world
- Discover and explore their talents
- Acquire new skills
- Set career goals and earn money
- Learn how to save and budget for future goals
- Develop effective and appropriate workplace behaviors
- Gain solid work experience
- Improve confidence, self-advocacy, and individualism

To provide meaningful work experiences for our Youth Participants, we partner with several city agencies and local private businesses to help place our young people in jobs. As there is limited availability for the number of Youth Participants we can accept each year, each Youth Participant must go through an application and interview process before being selected. Youth Participants are then strategically placed in positions throughout Virginia Beach. There may be situations where we are unable to place a young person in a desired field of choice; however, despite the job placement, skills that can be learned and gained from each job will be impactful.

Program Eligibility Requirements

- At least 16 years of age and no older than 21 years of age by June 11, 2019
- Reside in the city of Virginia Beach (must show proof – report card or college transcript)
- Be willing to adhere to all program policies and procedures
- Commit to the entire program and orientation schedule (June 17th – August 9th) – see p. 8 for Absenteeism Policy
- Complete the interview/screening process

WHAT ARE THE DATES FOR SYEP?

<table>
<thead>
<tr>
<th>Program Events</th>
<th>Dates</th>
<th>Location</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Opens</td>
<td>January 14, 2019</td>
<td>vbgovcareers.com</td>
<td></td>
</tr>
<tr>
<td>Application Closes</td>
<td>February 28, 2019</td>
<td>vbgovcareers.com</td>
<td></td>
</tr>
<tr>
<td>YWII Orientation &amp; Job Readiness Training</td>
<td>May 21st – 24th</td>
<td>VB Parks &amp; Recreation Administration Bldg.</td>
<td>4:00pm – 8:00pm</td>
</tr>
<tr>
<td>YWI Orientation &amp; Job Readiness Training</td>
<td>June 17th – 19th</td>
<td>TCC Student Center</td>
<td>8:30am – 4:00pm</td>
</tr>
<tr>
<td>First Day at Worksite</td>
<td>June 24, 2019</td>
<td>SYEP Participant Respective Worksites</td>
<td>Schedule set by Worksite Supervisor</td>
</tr>
<tr>
<td>Last Day at Worksite</td>
<td>August 9, 2019</td>
<td>SYEP Participant Respective Worksites</td>
<td>Schedule set by Worksite Supervisor</td>
</tr>
<tr>
<td>Recognition Ceremony</td>
<td>August 9, 2019</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>
**WHAT HAPPENS AFTER I SUBMIT AN APPLICATION?**

After submitting your application for the SYEP Youth Participant position, you will receive an email to submit additional paperwork and then schedule an interview. **Please note** that emails for scheduling interviews will not be sent out until after the application closes on February 28th. Please refer to the steps below for more details.

**Step One:** After submitting your application, please be sure to periodically check your email as you do not want to miss any emails from SYEP Staff. In the meantime, as you wait, please take time to reach out to teachers, counselors, employers, coaches or any other non-relative for **two (2) recommendations**. We need to have received your two (2) recommendations **before** we schedule your interview. Recommendation forms are found on our website ([www.VBgov.com/SYEP](http://www.VBgov.com/SYEP)). In addition to submitting two (2) recommendations, you must also provide us with a copy of your most current report card or college transcript.

**Step Two:** After you have submitted your recommendations and report card/college transcript, you will then **schedule a time for your interview**. Please be sure you write down the date, time and location of your interview, as you will not be able to participate in SYEP if you do not complete an interview. When scheduling your interview, please be sure to note that interviews will take approximately 60 minutes as Youth Participants will also complete a career assessment. Interviews will be held at the Virginia Beach Tidewater Community College Virginia Beach Campus – Student Center.

**Step Three:** Two to three weeks after the interview, Youth Participants will be notified by email of their acceptance into the program. For all Youth Participants working for a City Agency, you will be contacted by city Human Resources to schedule an appointment to complete the city hiring paperwork. At this time, each Youth Participant will need to provide an **original copy of their Social Security Card** (non-laminated), **Government-Issued ID** (driver’s license, learner’s permit, or school ID), and **Bank Deposit information** (voided check or document from bank with routing number, account number, applicant’s name and bank logo). If a Youth Participant does not have an account, they can contact the SYEP Staff at 757-385-0432 for assistance.

Youth Participants placed in private companies will be required to complete the application and all hiring paperwork needed by that specific company. SYEP Staff will provide Youth Participants with the necessary information once accepted into the program.

**Step Four:** All Youth Participants must create a log-in account on LifeCents. LifeCents is an online financial program that promotes financial preparation for young people. SYEP Staff will provide Youth Participants with LifeCents registration information upon their acceptance into SYEP. Once a username and password are created, sign-in and complete the **Financial Health Assessment**. The Financial Health Assessment will need to be completed by **June 1, 2019**. All participants completing the Financial Health Assessment by June 1, 2019, will be entered into a drawing for a prize.

**HOW WILL I BE PLACED IN A JOB?**

SYEP Staff will determine the suitability of the job for each Youth Participant based on information from the following:

- Application
- Interview
- Career and Personality Assessment
- Transportation Availability
- Recommendation Letters
- Company/Agency Job Requirements
- Job Availability
- Skill Level

Please be aware that SYEP Staff considers all aspects of the Youth Participants and the duties of each job before placement. There may be circumstances where we are unable to provide a position in a youth’s field of interest.
Placement Restrictions
As we continue to seek ways to provide every participant with positive work experiences, we have developed placement restrictions to ensure program quality and fairness.

• Youth Participants are restricted from being placed in the same department or as a direct report of a family member.
• Youth Participants will be required to inform SYEP Staff of any relatives who are employed with the City of Virginia Beach. If a participant fails to disclose this information, this could result in removal from the program.

WHAT KIND OF TRAINING WILL I RECEIVE?
SYEP Staff understand that for many of our Youth Participants, this is your first paid job experience. We will ensure that you receive training on various topics and skills that you may encounter during your summer employment.

Orientation and Job Readiness Training
The SYEP Orientation Training will take place at Tidewater Community College Virginia Beach Campus – Student Center.

The Orientation and Job Readiness Training will consist of various workshops and training that will prepare and provide you with the skills needed in the workforce. Some of the topics discussed include:

- Conflict Management
- Development of Professional Goals
- Effective Communication
- Equal Employment Opportunity (EEO) Training
- Financial Empowerment (budgeting, saving, investing)
- Resume/Portfolio development
- Professional Development
- Quality Customer Service

Work Site Orientation
Upon arriving at your job site, you will receive a job-specific orientation developed and presented by your Worksite Supervisor. The following items should be covered during your job orientation:

- Basic duties and responsibilities
- Expectations of the worksite
- Who to contact in case of emergency
- Proper workplace attire
- Work Schedule
- Lunch-break policy
- How to report and request absences
- Worksite Supervisor Contact information

HOW WILL I GET PAID?
Youth Participants are at job sites in various City Agencies and private companies throughout Virginia Beach. Youth Participants will either be paid at the rate of a Youth Worker I (high school students with no work experience) or Youth Worker II (at least two (2) months of work experience and high school diploma or GED).

<table>
<thead>
<tr>
<th>City Agency</th>
<th>Pay Rate</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Worker I (YWI)</td>
<td>$7.80</td>
<td>27 - 35</td>
</tr>
<tr>
<td>Youth Worker II (YWII)</td>
<td>$8.30</td>
<td>27 - 35</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Private Company</th>
<th>Pay Rate</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Youth Worker I</td>
<td>At least $7.80</td>
<td>27 - 35</td>
</tr>
<tr>
<td>Youth Worker II</td>
<td>At least $8.30</td>
<td>27 - 35</td>
</tr>
</tbody>
</table>
Direct Deposit

All SYEP Youth Participants must have a personal, operable bank account to be accepted into SYEP. Youth Participants will receive paychecks through direct deposit. To increase your ability to save, we also suggest splitting your paychecks into a savings and checking account.

If a Youth Participant is in need of a bank account, they can reach out to SYEP Staff at syep@vbgov.com. SYEP has a partnership with BankOn Hampton Roads and can provide information to assist in choosing the best financial institution to fit each youth’s needs.

2019 Pay Schedule (City Workers ONLY)

Please refer to the table below for the Part-Time Payroll Schedule for all City of Virginia Beach Staff. Youth Participants placed with a private company may have a different pay schedule and will need to contact their Worksite Supervisor to receive this information.

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Pay Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 16th – May 29th</td>
<td>June 14th (First Paycheck –YWII)</td>
</tr>
<tr>
<td>May 30th – June 12th</td>
<td>June 28th</td>
</tr>
<tr>
<td>June 13th – June 26th</td>
<td>July 12th (First Paycheck – YWI)</td>
</tr>
<tr>
<td>June 27th – July 10th</td>
<td>July 26th</td>
</tr>
<tr>
<td>July 11th – July 24th</td>
<td>August 9th</td>
</tr>
<tr>
<td>July 25th – August 7th</td>
<td>August 23rd</td>
</tr>
<tr>
<td>August 8th – August 21st</td>
<td>September 6th (Last Paycheck)</td>
</tr>
</tbody>
</table>

Submitting Timesheets (City Workers ONLY)

Timesheets are used to calculate the hours worked for each pay period. It is the responsibility of the Worksite Supervisor and the SYEP Youth Participant to verify all information recorded on the timesheets. This information must be complete and accurate. If a timesheet is inaccurate or turned in late, this could result in the Youth Participant not getting paid on time.

- Timesheets should be legible and clear of errors.
- The Youth Participant must complete timesheets and ensure they and their Worksite Supervisor sign it.
- A copy of the timesheet is to be scanned and emailed to SYEP@VBgov.com every Thursday by noon.

If Youth Participants are having difficulties with their timesheets, they can contact their Worksite Supervisor or Job Coach.

Personal Leave (City Workers ONLY)

As a Part-Time City of Virginia Beach Employee, each Youth Participant will accrue personal leave. To use personal leave, Youth Participants must receive prior approval from their Worksite Supervisor and fill out a leave slip showing the dates and amount of leave requested. Youth Participants are allotted no more than three consecutive and five total days off to maximize the benefits of their summer work experience. If the Youth Participant fails to comply with this expectation, they can be removed from the program. Please notify your Worksite Supervisor or Job Coach for extenuating circumstances.
In order to determine the amount of personal leave accrued Youth Participants have access to the City of Virginia Beach Employee Portal - *InSite.*

- Time off will be unpaid if the accrued leave amount is less than the request
- Youth works will need to note the amount of leave taken on the leave slip, and email a photocopy of the leave slip to SYEP@vbgov.com. Please send with the timesheet for that week.

<table>
<thead>
<tr>
<th>Number of Hours Worked per Pay Period</th>
<th>Personal Leave Hours Accrued per Pay period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-19</td>
<td>.5</td>
</tr>
<tr>
<td>20-39</td>
<td>1</td>
</tr>
<tr>
<td>40-59</td>
<td>2</td>
</tr>
<tr>
<td>60-79</td>
<td>3</td>
</tr>
<tr>
<td>80+</td>
<td>4</td>
</tr>
</tbody>
</table>

*InSite (City Workers ONLY)*

City of Virginia Beach Employees have access to InSite. InSite provides access to pay slips, accrued personal leave, and other personal information relating to employment. To log in to InSite, you need your employee ID. Please contact your Job Coach to assist you in accessing your employee ID. Once you have your employee ID you can access InSite by following the instructions below:

**Username:** First Initial and Last Name (example: John Doe: jdoe)

**Password:** Birthday and Employee ID # (example: Birthday 01/01/2001 Employee ID# 12345: 0101200112345)

Please contact the help desk at 385-4357 for troubleshooting assistance.

Youth Participants at private companies will need to contact their Worksite Supervisor or Human Resources Department for access to pay slips and other information relating to their employment.

**SYEP POLICIES AND PROCEDURES**

SYEP Youth Participants are required to comply with all rules and regulations of the program, in addition to those assigned by the Worksite Supervisor.

**All Youth Participants are expected to adhere to the following guidelines:**

- Know the name and contact information (phone number and email address) of their Worksite Supervisor.
- Know the job site location and assigned work hours.
- Report to work on time in proper dress attire for the work environment.
- Stay actively engaged in assigned work tasks. If a Youth Participant notices that more work is needed, then seek assistance from the Worksite Supervisor.
- Despite the assigned job tasks, all Youth Participants should do their best at all times. If questions arise, please seek help from a reliable source.
- Be respectful and professional, showing a desire to learn and grow. You never know who may be watching and the different opportunities that may result from this summer employment position.
Absenteeism

SYEP Youth Participants are required to provide advance notice of anticipated absences. In the event they are unable to speak to their Worksite Supervisor in person, they must contact them through their suggested form of communication (call, email or text) to inform them of the anticipated absence.

- If the SYEP Youth Participant has an emergency, they must follow the proper protocol that has been set in place by their respective Worksite Supervisor.
- If the SYEP Youth Participant must leave their worksite before the end of their work shift, they must notify the Worksite Supervisor before the start of that shift.
- Youth Participants will not be paid for any absences unless they have accrued enough personal leave to cover the absence.
- Failure to follow the absenteeism protocol may result in a poor work performance notification, which precedes disciplinary action.
- Requesting time off does not mean it is approved. Youth Participants must first receive approval before taking time off.

Tardiness

All SYEP Youth Participants are expected to arrive at work on time, in proper work attire and ready to work each day. Youth Participants must ensure that they return from all breaks on time. In the event you are expecting to be late, call your Worksite Supervisor BEFORE your designated work shift. Please follow the protocols provided by your Worksite Supervisor if they are unavailable.

Lunch Break Policy

SYEP Youth Participants are required to take at least one (1) 30 minute, unpaid lunch break when working over five (5) hours for a shift. It is the responsibility of the Worksite Supervisor to coordinate a lunch break policy for their respective worksite. This policy will be provided to each SYEP Youth Participant during their job-site orientation on the first day of work.

Example: If the SYEP Youth Participant works from 8:00 am until 1:30 pm, then they will need to receive a break, and they would have recorded working five (5) hours on their timesheet. Breaks should not be within the last half hour of their shift.

Inclement Weather (If applicable to job responsibilities)

In the event of inclement weather, the Worksite Supervisor must assign secondary job duties as listed on the Youth Participant’s job description. Contact your Worksite Supervisor in the event of inclement weather notices.

Misconduct and Performance Concerns

As a participant of the Virginia Beach Summer Youth Employment Program, Youth Participants are expected to follow all guidelines and procedures provided by their job site.

Job Coaches should be notified immediately of any misconduct or performance concerns. The Job Coach will schedule a meeting with the Youth Participant and assist them in developing a proactive plan of action to improve performance. With additional coaching from the Job Coach, the Youth Participant is expected to better their performance.

Youth Participants who have engaged in misconduct or have serious or ongoing performance issues may be removed from the program.
Poor performance or misconduct will be addressed by any of the following actions:

- Fact-Finding
- Verbal warning
- Issue of a poor performance notification to the Youth Participant
  - This notification will outline the concern(s), recommend steps to resolve the issues(s) and establish a timeframe for corrective action to take place. This step will be completed in collaboration with the Youth Participant, Worksite Supervisor and Job Coach.
- Removal of Youth Participant from the Summer Youth Employment Program.

Definitions of Poor Performance and Misconduct

- Performance
  - Failure to perform assigned duties correctly, competently or at an adequate level of production
  - Violating safety procedures
- Policy
  - Code of Ethics violation
  - Substance Abuse
  - Misuse of City or Company-provided computers or computer systems
- Misconduct
  - Absence without leave (AWOL)
  - Insubordination
  - Recurring tardiness
  - Theft
  - Sleeping on the job
  - Use of offensive, abusive, threatening or profane language
  - Falsification of City records or reports (this includes timesheets)

Any of the above actions could result in removal from the SYEP. The decision to remove a Youth Participant from SYEP will be made at the discretion of SYEP Staff.

Incident & Accident Reports

Incidents and accidents are handled according to the City or private business protocol. The SYEP Youth Participant must immediately notify his/her Worksite Supervisor of any injury, explaining the nature of the injury and detailing how and when the injury occurred.

For Youth Participants placed in a city agency, FORM D.F.75 will need to be filled out and emailed to SYEP Staff at SYEP@vbgov.com.

For Youth Participants placed at private agencies, follow your organization’s guidelines on incident and accident reporting, and advise SYEP Staff as soon as possible.

Please note for City Workers Only: If an injury happens, on or off the clock, that impacts a Youth Participant’s ability to perform their job duties, they are required to see Occupational Health and Safety Management with a doctor’s note before returning to work.
Harassment & Hostile Work Environments

It is the expectation of the program that neither Youth Participants nor staff shall conduct themselves in a manner definable as harassment. Matters of harassment shall be viewed as significant by the City of Virginia Beach and shall be reviewed with serious consideration.

Fair Labor Standards Act – Child Labor

The Fair Labor Standards Act (FLSA) establishes youth employment standards affecting employees in the private sector and Federal, State and local governments. The FLSA requires employers to pay covered non-exempt employees at least the federal minimum wage and overtime pay for all hours worked over 40 in a work week. Covered employees must be paid for all hours worked in a work week. In general, compensable hours worked includes all time an employee is on duty or at a prescribed place of work. Overtime after 40 hours in a week = 1.5 times an employee’s regular rate of pay.

The FLSA also regulates the employment of youth and the jobs they can do:

- Age 16-17: Any job not declared hazardous
- Age 18: No restrictions Note: Different rules apply to youth employed in agriculture.

Inclusion & Diversity

The City of Virginia Beach strives to ensure that employees and applicants are provided equal employment opportunities and recognizes the importance of creating a diverse workforce that can recognize, develop and provide needed services for our multifaceted citizenry.

### JOB SITE VISITS

SYEP Job Coaches will conduct **two - four** pre-scheduled job site visits throughout the 8-week program. The purpose of these site visits will be to see first-hand the type of work that the SYEP Youth Participant is doing, to receive information regarding how their work experience and performance is going, and to assist Youth Participants in creating and achieving their goals.

During the course of the 8-week program, Worksite Supervisors will evaluate the Youth Participant’s job performance and skill level. Job Coaches will send a performance feedback to Worksite Supervisors for each SYEP Youth Participant **two** times during the 8-week program. The Worksite Supervisor and the Job Coach will go over the feedback from the performance feedback with the Youth Participant.

### PROGRAM SCHEDULE

<table>
<thead>
<tr>
<th>Type of Evaluation</th>
<th>Evaluation Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>LifeCents Financial Health Assessment</td>
<td>Completed by <strong>June 1, 2019</strong></td>
</tr>
<tr>
<td>Job Site Visits</td>
<td>Completed throughout entire program</td>
</tr>
<tr>
<td>Performance Feedback</td>
<td><strong>July 1st – 5th</strong></td>
</tr>
<tr>
<td></td>
<td><strong>August 5th – 9th</strong></td>
</tr>
<tr>
<td>Program Evaluation</td>
<td>Completed by <strong>August 9, 2019</strong></td>
</tr>
<tr>
<td>Post-Financial Evaluation (Life Cents)</td>
<td>Completed by <strong>August 9, 2019</strong></td>
</tr>
<tr>
<td>Worksite Supervisor Post Program Evaluation</td>
<td>Completed by <strong>August 16, 2019</strong></td>
</tr>
</tbody>
</table>
RECOGNITION CEREMONY

To recognize and celebrate the successes and accomplishments of each Youth Participant in the 2019 Virginia Beach Summer Youth Employment Program, the Youth Opportunities Office will host a recognition event to acknowledge the Youth Participants’ contributions and acknowledge our appreciation to all city agencies and companies. This event is also designed to recognize and reward those Youth Participants that displayed a high standard of excellence in their performance within the program.

Agencies and companies are recognized for giving back to the community and their commitment to the development of our young people. These partners exemplify an exceptional standard of service helping youth through their support, mentorship, coaching, and motivation. This commitment provides meaningful summer job experiences that provide youth with a sense of the real-world workforce.

The 2019 SYEP Recognition Ceremony will take place on Friday, August 9th. The time and location is to be determined.

SUMMER YOUTH EMPLOYMENT PROGRAM GOALS

SYEP provides young people an opportunity to learn and practice skills required to succeed in a work environment. Recent studies have found that summer job programs have reduced youth violence, incarceration, mortality, and improved academic outcomes. In addition to providing young people with wages and work experience, SYEP is a platform for youth to learn and become exposed to adult responsibilities and decisions. SYEP Youth Participants gain experience in seeing new possibilities and the ability to develop supportive relationships with adults.

Program Goals:
- Provide meaningful real-world work experiences
- Help youth learn professional workplace behaviors
- Foster an environment to improve youth’s communication, customer service, and other soft skills
- Empower youth to enhance decision-making, self-advocacy, and confidence
- Expand career opportunities and support career planning
- Promote healthy financial literacy including developing positive saving habits and creating financial goals
- To establish supportive relationships with city agencies and private organizations to increase job opportunities

To get the most from their summer experience, Youth Participants are encouraged to remain actively engaged throughout the duration of the program.

Active Engagement includes:
- Taking initiative
- Asking questions
- Having a willingness to learn
- Being proactive
- Exhibiting flexibility
- Showing responsibility and taking accountability for actions
WHO DO I CONTACT FOR MORE INFORMATION?

The Virginia Beach Summer Youth Employment Program dates and information are subject to change. For the most up-to-date information about 2019 SYEP, please contact us below:

City of Virginia Beach Youth Opportunities Office
Summer Youth Employment Program
2154 Landstown Road
Virginia Beach, VA 23456
757-385-0464 (Office)
SYEP@vbgov.com
I ______________________________, as a City of Virginia Beach Summer Youth Employment Program Participant, do hereby acknowledge that I have received the Summer Youth Employment Program Handbook.

As a condition to my participation in this program, I have read and understood the requirements explained in the Summer Youth Employment Program Handbook.

___________________________________
Youth Participant’s Name (Printed)

___________________________________
Youth Participant’s Signature