



## Summer Youth Employment Program (SYEP) – Parent & Guardian Guide

*This guide provides an overview of how the program works, the application process, and what you can do to help your youth succeed.*

### **Application Process:**

- **Application window:** applications are accepted January through March on the City of Virginia Beach website.
- **Required Documents:**
  - Completed online application.
  - Two recommendations (form on website)
  - Youth worker questionnaire.
  - Most recent progress report or report card. (If not currently in school youth can submit their bank statement-name and address portion only)
- **Interview Scheduling:**
  - Only after applications, references, questionnaires, and proof of residency are received will applicants receive a link to sign up for an interview date and time.
  - Youth cannot move forward in the process until all required documents are received.
- **Communication:**
  - The SYEP office communicates with applicants primarily by text and email
  - Encourage your youth to check both regularly to avoid missing deadlines and updates.
- **Interview Preparation and Parent Support:**
- **Address Barriers Early:** Youth should be ready to share potential challenges like transportation, schedule conflicts, and work location with an interviewer.
- **Encourage Preparedness:** Help your youth practice interview skills, plan transportation, and think through their interests.
- **Be Prepared:** Youth should come ready to discuss.
  - Their areas of interest.
  - Tasks and duties they could see themselves doing.
  - Duties or roles they are not interested in.
  - Encourage them to think about both their strengths and their limitations.
- **Professionalism:**

- Arrive on time.
- Dress appropriately for an interview.
- Bring a positive attitude and be prepared to communicate clearly.
- **Next Steps:** After the interview, youth will receive a written document outlining what comes next in the process.

## **Placement Process:**

- **How Placement Works:**
  - City departments and private businesses submit requests for youth workers.
  - Requests include job duties, number of positions, hours, and pay rates.
  - Placements are made based on youth interviews, interests, availability, and barriers they share, as well as the positions available.
  - Youth can be placed anywhere in Virginia Beach, either with a City department or a private business.
- **City Positions:**
  - Standardized starting pay rate (returning youth may qualify for higher pay)
  - Same program length and maximum hours for most City positions.
- **Private Business Positions:**
  - Varying hourly pay rates.
  - Flexible start and end dates.
  - Greater flexibility with hours and scheduling can benefit youth with barriers.
  - May require a second interview or separate onboarding, as youth workers are directly employed by the business but supported by SYEP staff.
- **Expectations for Youth:**
  - **Professional Conduct:** Youth should treat their placement like a real job—arrive on time, follow instructions, and communicate respectfully.
  - **Dress Code:** Youth should dress appropriately for worksites. *Expectations may vary depending on the job.*
  - **• Meaningful Work Experience:** Placements are designed to provide valuable skills and exposure to real-world work environments, even if the position isn't the youth's top choice.