



The City of Palm Bay's Juniors to Jobs

Developing Palm Bay's Young Talent

PROGRAM DESCRIPTION

The City of Palm Bay Juniors to Jobs (J2J) is a five-week summer youth employment program that combines work readiness training with on-the-job experience and is designed to prepare youth from Palm Bay high schools and Eastern Florida State College (EFSC), ages 16 to 19, for Palm Bay's workforce.

With the help of Mayor William Capote, we're expanding the program to employ more young people, provide stronger work readiness training, more employer support, and better coordination across summer job opportunities in Palm Bay.

HOW THE PROGRAM WORKS

Foundations Work Readiness Training – J2J participants are prepared for the workplace through a week-long work readiness training prior to placement at a worksite.

Youth Recruitment & Matching – Eligible applicants are recruited through our local Palm Bay high schools and EFSC. These applicants are matched to interview with employers based on interest, ability, and accessibility.

Payroll – Payroll will be conducted through a third-party staffing agency.

HOW TO GET INVOLVED

There are three ways to get involved:

- 1** Become an Employer Partner and offer a five-week work experience (25 hours per week) to a youth **under the age of 18** at your workplace through a 50:50 match of \$700 (equating to \$5.60 per hour). The City of Palm Bay will manage student recruitment, work readiness training, and payroll.
- 2** Become an Employer Partner and offer a five-week work experience (25 hours per week) to a youth **of or over the age of 18** at your workplace through a 70:30 match of \$940 (equating to \$7.52 per hour). The City of Palm Bay will manage student recruitment, work readiness training, and payroll.
- 3** Sponsor the program by contributing an in-kind donation to the program. These donations will help fund a student's work experience at a non-profit organization or local small business.

The City of Palm Bay J2J staff will:

- Manage recruitment, payroll, screening applications, and scheduling interviews to ensure successful placements based on youth interest
- Provide individualized guidance and tools for employers
- Gather data to track the program's success
- Match the employer's commitment by paying half the cost of hiring a youth under the age of 18 and will pay a portion of the commitment by paying 30% of the cost of hiring a student of or over the age of 18

TIMELINE

The 2017 City of Palm Bay Juniors to Jobs Program will run from June 4, 2018, through July 20, 2018.

- Week of June 4, 2018 – Foundation Work Readiness Training
- Friday, June 8, 2018 – Employer Interviews
- June 18, 2018 to July 20, 2018 – Work Experience

Commitments and payments are due by May 4, 2018.

For questions or more information, please contact Jennifer Marrero at 321.952.3421 or jennifer.marrero@palmbayflorida.org.





WHO'S ELIGIBLE FOR A J2J SUMMER JOB?

The City of Palm Bay Juniors to Jobs Program provides youth employment experiences to teens and young adults ages 16 to 19 (by June 1, 2018) who are between their Junior and Senior year in high school or higher. Participants must be permanent residents of the City of Palm Bay and must also be able to provide or arrange their own transportation for all program components.

HOW ARE PARTICIPANTS SELECTED?

The majority of J2J participants will come from local Palm Bay high schools. They will be selected based on criteria established by the City of Palm Bay. They will be screened through the application process and a series of essay questions.

HOW ARE EMPLOYERS & STUDENTS MATCHED?

J2J participants complete an interest and aptitude survey as part of their work readiness training. A City of Palm Bay J2J staff member will use that information to match them with employers based on their indicated needs/preferences (i.e. age, skill sets, etc.). The employers will interview the best matched students and recommend the best fit.

WHAT IS FOUNDATIONS WORK READINESS TRAINING?

The Foundations Training Week will be conducted at the Palm Bay CareerSource Brevard Career Center and will consist of work readiness and career skills, training along with a financial literacy component. This training will include using computer-based resume development tools, making a good first impression (personal appearance and presentation), job search techniques, and interview preparation inclusive of mock interviews.

WHAT ARE THE YOUTH WAGES & HOURS?

All student interns will be paid \$8.25 per hour in accordance with the State of Florida's minimum wage. Participants are allowed to work a total of 125 hours, working 25 hours per week for five weeks.

HOW IS YOUR CONTRIBUTION SPENT?

Your contribution is funded directly to the participant's wages and taxes.

HOW IS PAYROLL MANAGED?

Payroll administration, workers' compensation coverage, background screening, and drug testing will all be administered through a third-party staffing agency. Students will be paid weekly.

HOW ARE EMPLOYER PARTNERS SUPPORTED THROUGH THE SUMMER?

J2J strives to make the Employer Partner's job easier through several forms of support:

Employer Liaison

An Employer Liaison will be available to assist employers and youth throughout the summer.

Employer Tool Kit

The Employer Tool Kit has been developed as a resource to assist Employer Partners with refining the unique components necessary for working with youth employees. Tip sheets on topics such as how to recruit staff to work with youth interns, how to design an orientation and suggested activities for youth interns are included. The Employer Tool Kit will be available online.



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