



NOTICE

The 2009 Summer Earn and Learn Orientation will be held on Wednesday, June 17th and not on Saturday, June 6th as originally planned.

Those accepted into the program will be notified by mail by June 15th.

If you do not receive a letter of acceptance, we encourage you to apply again next year.

**2009 SUMMER EARN AND
LEARN
PROGRAM SCHEDULE**

Apply Online at
www.norfolk.gov/jobs
or visit Employment Center at
520 E. Main Street
Monday, March 2 thru
Friday, April 17, 2009

Job Fair at Norfolk Scope
Saturday, April 11, 2009

Confirmation of Acceptance into the
Program
Friday, May 15, 2009

Parent/Youth Orientation
Saturday, June 6, 2009

Employment Program Begins
Monday, June 22, 2009

Pre-Employment Program Begins
Monday, July 6, 2009

Program Ends
Friday, August 14, 2009

Program Celebration
Friday, August 14, 2009



HERE'S HOW:

1. APPLY ONLINE OR AT THE EMPLOYMENT
TRAINING CENTER AT 520 E. MAIN STREET



2. GET ACCEPTED INTO THE PROGRAM AND WORK
HARD ON THE JOB



3. GET A RECOMMENDATION FROM YOUR
SUPERVISOR AND YOU COULD BE ELIGIBLE TO BE
THE SHINING STAR!



NORFOLK
2009
SUMMER
EARN &
LEARN
PROGRAM



City of Norfolk
Invites You to Apply
for Summer Jobs

CREATING UNLIMITED POSSIBILITIES
FOR OUR YOUTH!

City of Norfolk

Tel: 757-664-4486

JUNE 22ND—AUGUST 14TH

About the 2009 Program

Dear Applicant:

The City of Norfolk is gearing up for the 2009 Summer Earn and Learn Program. This opportunity to gain meaningful work experience, and learn about public and private service careers begins on June 22nd and ends August 14th. This program is designed to provide Norfolk youth with summer jobs and community service experience, as well as work readiness skills.

All Norfolk youth ages fourteen (14) to nineteen (19) who are not attending any other summer program / camp are eligible to apply online at www.norfolk.gov/jobs or at the Employment Training Center at 520 E. Main Street. Additionally, Norfolk youth with physical disabilities are encouraged to apply.

Specific objectives of this year's program include:

- ◆ Instilling positive work habits and attitudes within each participant.
- ◆ Providing the opportunity to establish a good work record
- ◆ Ensuring that life skills training will enrich one's character

Please join us on April 11, 2009 from 9:00 a.m. to 2:00 p.m. at the Scope for the Job Fair. I hope that you will consider joining our team as well as a future career in public service.

Sincerely,

Regina V.K. Williams
City Manager

Program Components

The program is divided into three components:

Career Explorers (Age 14), is a three day, 12 hour a week program that focuses on increasing math and science skills.

Pre-Employment Program (Age 15), is a four day, 16 hour a week program that focuses on service to community, job preparedness, and life skills. All youth participating in the Pre-employment program will rotate through different activities each week. Pre-employment participants receive a stipend in lieu of a salary.

Employment Program (Ages 16 - 19), is designed to provide meaningful experiences that assist in the development of skills and work habits in a challenging and rewarding work environment. This program also includes 1/2 day per week of life skills training. Positions are available over 20 City departments and agencies throughout the city.

Items Required Upon Acceptance*:

1. **List of Acceptable Documents (either Group A or Group B AND C)**
Group A: U.S. Passport; or
Group B: Driver's license, State issued ID card, School ID card with a photograph, Voter's registration card, U.S. Military card, Report Card or School Record; and
Group C: Social Security Card or an original birth certificate.
2. **Each participant must bring official documents to verify their address and school in which they are enrolled. (Parent's utility bill and last report card or school record will be accepted for address and school verification)**

**If you do not have the required documents, please make arrangements to have them by June 6th, 2009, if accepted into the program.*

Interviewing Tips

Before the Interview

1. Ensure that you have a well groomed hairstyle and that your nails are clean and trimmed.
2. Appropriate attire supports your image as a person who takes the interview process seriously. Be conservative and lean on the side of caution. Remember that it's better to overdress than under dress.
3. Arrive at least 10 minutes before your interview.
4. Turn off your cell phone.

During the Interview

1. No gum or candy
2. Make a positive and professional first impression by being assertive and giving a firm handshake to each interviewer and addressing each interviewer by name as he or she is introduced.
3. Listen carefully to what people are asking or saying before answering.
4. Reinforce your professionalism and your ability to communicate effectively by speaking clearly and avoiding "uhs", "you knows", and slang.

After the Interview

1. Shake each interviewer's hand and thank each interviewer by name.
2. Send a thank you note as soon after the interview as possible.

For additional interviewing tips, we recommend the following websites:

www.collegegrad.com
www.careers.vt.edu/JOBSEARCH/JOBSPG1/HTM

Examples of Available Positions

- ◆ Office Assistant—duties include, but not limited to: data entry, filing, copying, answering phones, basic computer skills, scanning
- ◆ Recreation Aide—duties include, but not limited to: assisting with games, researching and selecting age-appropriate activities, planning materials/space and time for activities, managing children's behavior, and evaluating children's learning and development
- ◆ Library Aide—duties include, but not limited to: shelving of library material, general clerical work (computers, copiers, printers, fax machines), some housekeeping (sweeping/ removal of trash on library grounds, dusting)
- ◆ Maintenance Worker—duties include, but not limited to: road repair, cleans interior and exterior of buildings, repairs/cleans storm drains
- ◆ Groundskeeper—duties include, but not limited to: mowing grass, weeding, trimming, planting and trash pick-up
- ◆ Student Artists—duties include, but not limited to: designing, planning and executing painted or tile murals or large scale artwork
- ◆ Private Sector opportunities may consist of employment in: retail, food service, businesses, warehouses, colleges and manufacturing and light industrial companies

Summer Earn and Learn Program (Summer Youth Jobs)

Fact Sheet

Primary Goals of the Program	<ul style="list-style-type: none"> ◆ To expose youth to a variety of public service and private careers ◆ To provide meaningful work experience and instill positive work habits and attitudes ◆ To provide the opportunity to establish a good work record
Eligibility Requirements	<ul style="list-style-type: none"> ◆ 14 – 19 years old ◆ Must be a resident of Norfolk ◆ Must be able to complete program commitment ◆ Norfolk youth with physical disabilities are encouraged to apply
Age 14	<p>Career Explorers – 3 days, 12 hours a week</p> <p>Youth will focus on increasing math and science skills</p> <p>Pre-Employment participants that complete the program will receive a stipend in lieu of a salary.</p>
Age 15	<p>Pre-Employment Program - 4 days, 16 hours a week</p> <p>Youth will rotate through different activities each week:</p> <ul style="list-style-type: none"> ◆ community service work ◆ “life skills” training ◆ job preparedness <p>Pre-Employment participants that complete the program will receive a stipend in lieu of a salary.</p>
Ages 16–19	<p>Employment Program – 4 ½ days, 36 hours a week</p> <ul style="list-style-type: none"> ◆ 4 days of work ◆ ½ day of “life skills” training <p>Positions available throughout City departments and local businesses</p>
<p style="text-align: center;">Job Fair April 11, 2009 9:00am – 2:00pm Norfolk Scope</p>	<p>Job Fair for all interested applicants</p> <ul style="list-style-type: none"> ◆ additional information on this year’s program ◆ opportunity to speak directly with representatives from City departments and businesses regarding job opportunities
Applications	<p>Click here:</p> <p style="text-align: center;">www.norfolk.gov/jobs</p>
Program Scheduled Dates	Starts June 22, 2009 – Ends August 14, 2009
Contact Person	Sandra Fletcher 664-4486