



## **STUDENT TEEN EMPLOYMENT PREPARATION**

### Teen Job Readiness Program

**PROGRAM DESCRIPTION:** Student – Teen Employment Preparation (STEP) program is a job readiness program designed to provide youth with education, job skills and career development training. Work focuses on addressing community needs; team projects in the past have included: environmental restoration, organizing community building events, creating public service announcements, graffiti removal, painting public murals, improving facades of local businesses. The program combines on the job work experience, environmental and safety education and career development training. Participants will develop good work habits, strong communication and leadership skills, as well as learn a sound cultural awareness of the environment in their communities.

#### **ELIGIBILITY REQUIREMENTS:**

- 1) Open to teens 14 – 19 years of age
- 2) Must be eligible to work in the United States

**PROGRAM DATES:** 6 weeks starting July 12th – August 20th

**PROGRAM HOURS:** Mon – Thu, 9 am to 3:30 pm  
Tue – Fri, 9 am to 3:30 pm  
(Program hours listed above are tentative. Some projects may require a 10:30 am to 5 pm schedule depending on the project needs.)

**PROGRAM LOCATION:** Headquarters are located at:  
860 Terry Ave N  
Seattle, WA 98109

Classroom sessions and job experiences will take place at various parks and facilities throughout the city.

**STIPEND:** \$599.00 paid upon successful completion of the program  
\*Participants must complete the entire six week program to receive stipend.(NO partial stipend)

**PROGRAM STURCTURE:** 2 Adult professional staff per team of 10 teens

**DUTIES:** Participants will complete team-based projects throughout the city. Activities may include trail restoration, invasive plant removal, non-routine work aimed at restoring habitat restoration for birds and animals, video recording, editing, and broadcasting, removing graffiti, painting murals and assist in community events. Participants will develop personal life skills such as: workplace expectations, working in a small team environment, conflict resolution, communication skills, etc.

**MINIMUM QUALIFICATIONS:** An interest and willingness to engage in hands-on manual labor around team-based projects. Required to lift 30 pounds, in addition, required to stand, bend and walk for extended period of times. Must commit to 24 hours a week, and participate in the program for the entire 6 week period. Must provide own transportation to meeting location, arrive on time, and, be fit for duty. Must have a positive work attitude and have the ability to work on a team.

**HOW TO APPLY:** Please submit a **Letter of Interest** and a **Resumé**:

Seattle Parks and Recreation  
860 Terry Avenue N  
Attn: Ron Mirabueno  
Seattle, WA 98109

**QUESTIONS:** Ron Mirabueno at (206) 233-3979 or [ron.mirabueno@seattle.gov](mailto:ron.mirabueno@seattle.gov)



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Please complete ALL sections of the application as directed. Only fully completed applications with a letter of interest (on a separate sheet of paper) and resume will be accepted.

**APPLICATIONS WITH LETTERS OF INTEREST & RESUME MUST BE RECEIVED OR POSTMARKED BY:  
MAY 14, 2010**

**Letters of interest should include:**

- Why you want to participate in the STEP program
- What you hope to gain by participating in the STEP program
- What makes you a strong candidate for the program
- How did you hear about the program
- Any other information you would like to share about yourself

**Please complete the following section:**

|   |                                |                                  |
|---|--------------------------------|----------------------------------|
| Name: _____   |                                |                                  |
| First   | Last                           | M.I.                             |
| Address: _____  |                                |                                  |
| City: _____   | State: _____                   | ZIP: _____                       |
| Home Phone: ( ) _____   |                                | Alternate Phone: ( ) _____       |
| Email Address: _____  | Male: <input type="checkbox"/> | Female: <input type="checkbox"/> |
| School: _____   | Age _____                      | DOB: _____ Grade: _____          |
| (optional)<br>Ethnicity: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> African, African American, Black<br><input type="checkbox"/> Hawaiian Native or Pacific Islander <input type="checkbox"/> Hispanic, Latino <input type="checkbox"/> Caucasian, White <input type="checkbox"/> Other _____ |                                |                                  |
| Are you a refugee or immigrant? <input type="checkbox"/> Yes, From: _____ <input type="checkbox"/> No Are you a foster youth? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                                |                                  |

**Please complete the following section:**

By signing below you are stating that you have read all enclosed materials concerning the Seattle Parks and Recreation, STEP Job Readiness Program and that all statements you have made in the application are true to the best of your knowledge.

Signature of Applicant: \_\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_

**Parental or Guardian Approval for Applicants Under the Age of 18 Years of Age**

We have read and understand the enclosed materials that describe the Seattle Department of Parks and Recreation, STEP Job Readiness Program. We have discussed the program with our son/daughter and understand the expectations and authorize him/her to apply for and participate in the STEP Job Readiness Program.

Signature of Parent/Guardian: \_\_\_\_\_

Printed Name of Parent/Guardian: \_\_\_\_\_