

Summer Youth Employment Program Background/Summary and Overview

The City of Riviera Beach Summer Youth Employment and Job Training Program (SYEP) offers job coaching and placement with employers in our community.

The goal is to provide summer employment and training opportunities to City youth with businesses and organizations that will provide real-world work experiences.

The SYEP is open to youth ages 14-21 residing in the City of Riviera Beach, and who meet (Jobs and Family Services TAN eligibility guidelines), federal, state, and local low to moderate income eligibility guidelines.

The Riviera Beach SYEP will provide training to 500 City of Riviera Beach youth who will then be placed to work part time at local businesses and organizations.

- Youth will be paid for participating in 36 hours of job coaching between June 12-August 4, 2017.
- Youth will be paid \$9 per hour for 288 hours of employment during the SYEP time frame.
- Program participants will spend their summer gaining impactful work and training experience.

The City of Riviera Beach is committed to preparing and training our next generation of business leaders.

The City of Riviera Beach will invite businesses, organizations, schools, churches, and government to serve as a worksite, providing the youth participants with a wholesome employment and real-world work experience for City young persons.

The SYEP will provide for the following services for program participants:

- Youth ages 14-21.
- Pre-screened and vetted by SYEP personnel.
- Youth paired with worksites based on interest and experience.
- Employment period is June 12-August 7, 2017.
- Work experience on job sites.
- Job coaching and workplace preparation by SYEP personnel.
- Youth paid for all hours of program participation.

The City of Riviera Beach SYEP and its worksite partners will provide for eligible youth the opportunity to be exposed to and engaged in work activities where they will learn the basic requirements of various career tracks.

The SYEP will be funded using all available public sector dollars. It is anticipated that the program will be able to attract funding support from the private sector creating a public/private joint funding stream for the program. The current program design requires initial funding to be provided by public sectors.

The following positions are key to creating and implementing a successful Summer Youth Employment Program (SYEP). It is important the positions of Project Director and Project Manager be considered and funded immediately, in preparation for the implementation of the program.

SYEP PROJECT DIRECTOR

Responsible for the overall direction, coordination, implementation, execution, control, and completion of the City of Riviera Beach Summer Youth Employment Program (SYEP).

MAIN JOB TASKS AND RESPONSIBILITIES

- Create public/private sustaining funding sources.
- Lead the planning and implementation of project.
- Facilitate the definition of project scope, goals, and deliverables.
- Define project tasks and resource requirements.
- Develop full-scale project plans.
- Develop and approve all SYEP worksites.
- Assemble and coordinate project staff.
- Manage and oversee project budget.
- Manage project resource allocation.
- Plan and schedule project timelines.
- Constantly monitor and report on progress of the project to all stakeholders.
- Present reports defining project progress, problems, and solutions.
- Implement and manage project changes and interventions to achieve project outputs.
- Project evaluations and assessment of result.

SYEP PROJECT MANAGER

Assist the Project Director in the Project coordination, implementation, execution, control, and completion of the City of Riviera Beach Summer Youth Employment Program (SYEP).

MAIN JOB TASKS AND RESPONSIBILITIES

- Assist with the management of project staff.
- Track project deliveries.
- Assist with providing direction and support to the project staff.
- Assist with quality assurance.
- Monitor and report on project staff.
- Assist in the preparation reports defining project progress, problems, and solutions.
- Troubleshoot and manage project changes and interventions as needed.
- Assist with project evaluations and assessments.

SYEP LEAD STAFF ADVOCATE

Assist Senior Management in areas, such as, but not limited to, coordinating staff schedules, coordinating additional mentoring services for youth as needed, and various program monitoring functions.

MAIN JOB TASKS AND RESPONSIBILITIES

- Manages the SYEP Advocate Team.
- Coordinates and manages SYEP Advocates schedules.
- Monitor and manage SYEP Advocates timesheets and log in sheets.
- Provide care management assistance to SYEP Advocates.
- Provide mentoring services for youth and worksites.

City of Riviera Beach
Estimated Budget

Summer Youth Employment Program (SYEP)
Program Director and Program Manager Costs

SYEP Project Director

Rate (per hour)	Hours (40 per week)	Salary (hours x rate)	FICA (Salary x .0765)	Total Wages (salary + FICA)
35.00	320	11,200.00	856.80	12,056.80
Total Employees				1
Sub Total				12,056.80

SYEP Project Manager

Rate (per hour)	Hours (40 per week)	Salary (hours x rate)	FICA (Salary x .0765)	Total Wages (salary + FICA)
25.00	320	8,000.00	612.00	8,612.00
Total Employees				1
Sub Total				8,612.00

Total Cost of Project Director and Manager \$ 20,668.80

City of Riviera Beach
Estimated Budget

Summer Youth Employment Program (SYEP)
8 Weeks

Youth Employee

Rate (per hour)	Hours (36 per week)	Salary (hours x rate)	FICA (Salary x .0765)	Total Wages (salary + FICA)
9.00	288	2,592.00	198.29	2,790.29

Total Employees 500
Sub Total 1,395,144.00

SYEP Project Director

Rate (per hour)	Hours (40 per week)	Salary (hours x rate)	FICA (Salary x .0765)	Total Wages (salary + FICA)
35.00	320	11,200.00	856.80	12,056.80

Total Employees 1
Sub Total 12,056.80

SYEP Project Manager

Rate (per hour)	Hours (40 per week)	Salary (hours x rate)	FICA (Salary x .0765)	Total Wages (salary + FICA)
25.00	320	8,000.00	612.00	8,612.00

Total Employees 1
Sub Total 8,612.00

SYEP Lead Staff Advocates

Rate (per hour)	Hours (40 per week)	Salary (hours x rate)	FICA (Salary x .0765)	Total Wages (salary + FICA)
15.00	320	4,800.00	367.20	5,167.20

Total Employees 20
Sub Total 103,344.00

Total Wages	1,519,156.80
Liability Ins., W/C, est.(2%)	30,383.14
Operating Expenses (1%)	15,191.57
Total Project Budget \$	1,564,731.50