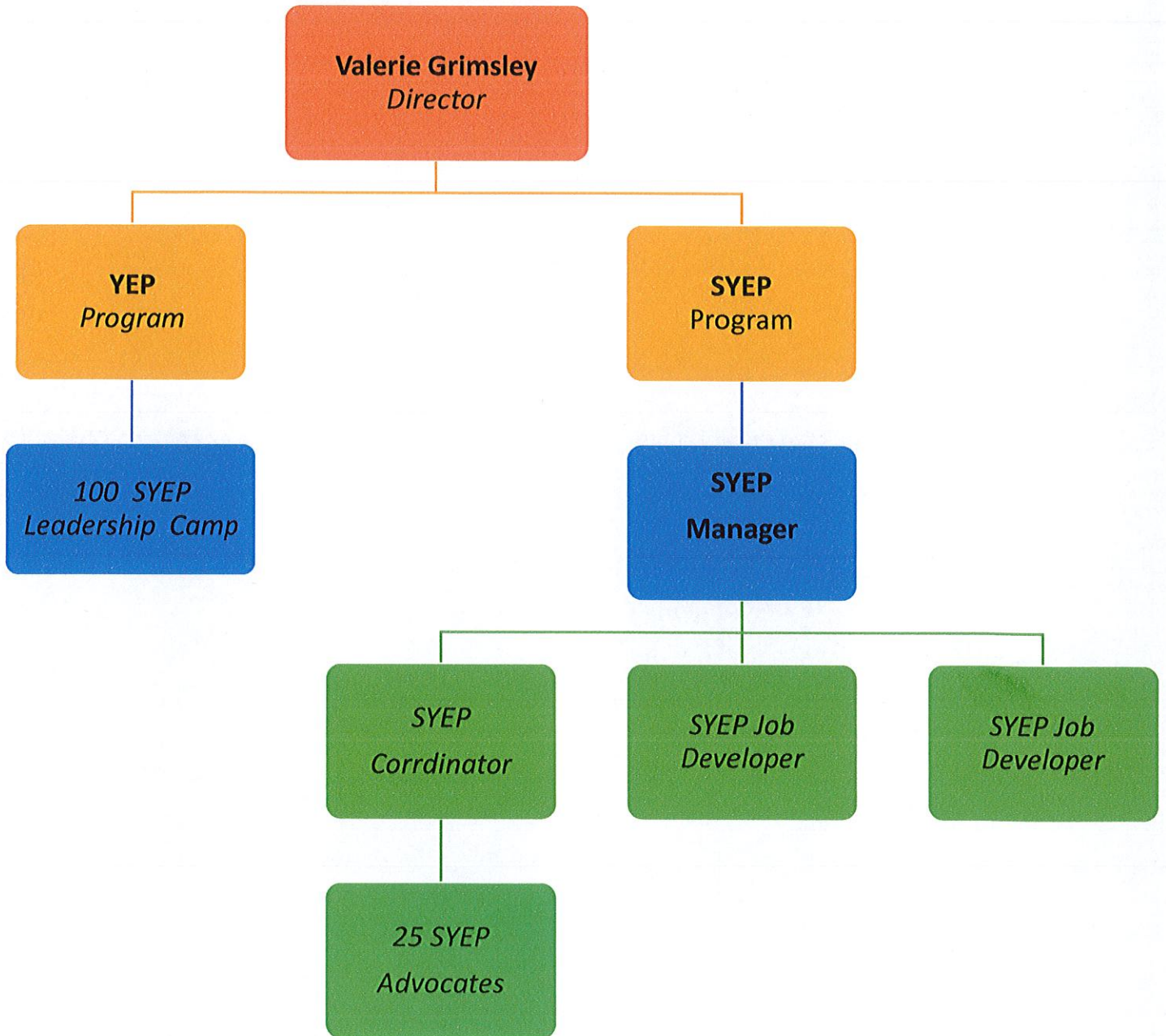


# 2018 Summer Youth Program Organization Chart (Phase 1)



## **Subject: SYEP**

**User Dept.** Legislative Body

### **Back Ground Summary:**

#### **Historical clarification:**

While the City of Riviera Beach, through the *Youth Empowerment Program*, offers a summer employment component, some positions funded by the county and others granted and placed in departments within the city.

Councilwoman Hubbard envisions that the city could also, benefit from this program as well; the Riviera Beach Summer Youth Employment Program, a program type once offered under the Federal Job Partnership Training Act.

The goal is to place 500 student in meaningful employment, introducing our youth to the world of work sharpening and/or creating valuable employability skills. The youth would participate in an Employability Skill Training and Career Exploratory program.

The City of Riviera Beach is committed to preparing and training our next workforce.

#### **This program will have four components:**

1. The Leadership Experience for 25 College Students that will serve as Advocates for the Youth Participants
2. 8hr OJT positions
3. 4hr OJT with a 4hr/ Boot Camp for SAT/ACT/FSA testing  
(We will elaborate on the *desperate* need for this component)
4. Riviera Beach Clean/Riviera Beach Beautiful: to maintain the fill-in and landscaping of trash pile community.

#### **The worksite development:**

Employment placements for the youth is through collaborative partnerships with external businesses; internal partnerships with city departments; organizations, schools and churches.

#### **Funding Sources:**

We will start with the base funding remaining from the funds solicited and approved by council for the summer of 2017. The other funding stream will be the actual jobs assembled by the Job Developers, which is why we are bringing them on immediately. As the base we will have two job developers that will contact the businesses in Riviera Beach and the surrounding area.

The City of Riviera Beach SYEP will be funded using all available public sector and private sector dollars.

# 2018 Summer Youth Program Positions (Phase 1)

## **SYEP PROJECT MANAGER**

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

- 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 JOBS DEVELOPER**

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

- Create public/private sustaining funding sources.
- 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 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.

<b>SYEP Position</b>	<b># of Positions</b>
<b>SYEP PROJECT MANAGER</b>	<b>1</b>
<b>SYEP JOBS DEVELOPER</b>	<b>2</b>
<b>SYEP PROJECT COORDINATOR</b>	<b>1</b>
<b>SYEP LEADERSHIP YOUTH</b>	<b>100</b>
<b>SYEP NEIGHBORHOOD ATTENDANTS</b>	<b>40</b>
<b>SYEP YOUTH/YOUNG ADULTS</b>	<b>360</b>
<b>SYEP STAFF ADVOCATE</b>	<b>25</b>

# 2018 Summer Youth Program Budget (Phase 1)

**10 Week SYEP Program**

**8 Week SYEP Leadership Camp**

**Dates: June 4, 2018- August 7, 2018**

**\*\*\*Funding from 2017 SYEP Budget Account Balance \$ 174, 000.00**

<b>POSITION</b>	<b>RATE (PER HOUR)</b>	<b>HOURS (PER WEEK)</b>	<b>SALARY (HOURS X RATE )</b>	<b>TOTAL WAGES</b>
<b>2- JOB DEVELOPERS</b>	<b>\$ 20.00</b>	<b>25</b>	<b>\$5,000.00</b>	<b>\$10, 000.00</b>
<b>1- PROGRAM MANAGER</b>	<b>\$ 25.00</b>	<b>25</b>	<b>\$ 6, 250.00</b>	<b>\$ 6, 250.00</b>
<b>1- PROGRAM COORDINATOR</b>	<b>\$20.00</b>	<b>25</b>	<b>\$5, 000.00</b>	<b>\$ 5, 000.00</b>
<b>40 –NEIGHBORHOOD ATTENDANTS</b>	<b>\$10.00</b>	<b>30</b>	<b>\$3,000.00</b>	<b>\$ 120,000.00</b>
<b>100 – LEADERSHIP YOUTH CAMPERS</b>			<b>8 Week Stipend @ \$600.0 per Youth</b>	<b>\$6,000.00</b>
				<b>\$147,250.00</b>