

City of Minneapolis

STEP-UP SUMMER JOBS PROGRAM



HOW COMMUNITY AND SCHOOL LEADERS CAN SUPPORT THEIR YOUTH.

WHAT: STEP-UP is a summer jobs program for Minneapolis youth, ages 14-21. In 2016, over 1,600 youth in Minneapolis worked at over 200 employers.

WHO: To be eligible, the applicant must: live in Minneapolis, be 14-21 years old on June 1, 2017, and NOT be currently enrolled in college (PSEO is okay). Incomplete applications will not be considered.

WHY: STEP-UP interns receive job training and then work, for pay, at Minneapolis businesses and nonprofit organizations to gain job experience, explore career interests, and build professional skills.

WHEN: The **online only** application deadline is: Friday, February 10, 2017. Students will receive notice of acceptance the week of February 20th. **APPLICANTS MUST CHECK THEIR EMAIL REGULARLY FOR UPDATES.** Training begins on or after March 4th (depending on students' individual training schedule). For students who complete training, and are placed in a job, work begins June 19, 2017 and ends August 18, 2017. More than 80% of students who complete training are placed in a job.

Training Dates:

3/4	Achieve & High School Discover Training
3/11	Achieve & High School Discover Training
3/18	Achieve & High School Discover Training
3/25	Achieve & High School Discover Training
4/8	Middle School Discover Training
4/15	Middle School Discover Training

WHERE: All **trainings** will be held at MCTC, 1501 Hennepin Ave, Minneapolis, MN 55403. All **mock interviews** are held at the Minneapolis Convention Center, 1301 2nd Ave S, Minneapolis, MN 55403.

Discover Students (ages 14-15 years old) will have 2 back-to-back Saturday training classes from 9:00 AM to 3:00 PM, plus a mock interview on 4/10, 4/11, 4/12 or 4/13 from 4:30 to 6:30 PM (schedule assignments will come in the acceptance letter). *8th graders do not have mock interviews.*

Achieve Students (ages 16-21) years old will have one Saturday training session from 9:00 AM to 4:00 PM, plus a mock interview 4/10, 4/11, 4/12 or 4/13 from 4:30 to 6:30 PM (schedule assignments will come in the acceptance letter). Worksites depend on the individual student placement. Most jobs are in Minneapolis, with a few in St. Paul or surrounding suburbs.

HOW YOU CAN HELP: Students often need assistance filling out the application. **The application is online only.** Please encourage your youth to take their time and answer the questions thoughtfully. Students do not need to have any previous work experience in order to be accepted. <http://stepupmpls.org/>

HOW WE CAN HELP YOU: STEP-UP staff members are available to answer questions by phone or email. Please call 612-673-5118 or write to stepupinfo@minneapolismn.gov

Youth Advocate's Guide to Helping Students STEP-UP



Goal: More students apply and get accepted-

December 5, 2016 - February 10, 2017

- Designate a STEP-UP Coordinator & Advocate at your school or center
- Discuss program eligibility with students
 - Must be a Minneapolis resident
 - Ages 14-21 (and not yet enrolled in college)
 - Income guidelines apply and are found below. Students who have disabilities, IEPs, are English language learners, pregnant and parenting, homeless or highly mobile, or have had experience in foster care or the juvenile justice system are also automatically eligible.
- Support student in filling out online applications
- Invite a STEP-UP Representative to give a recruitment presentation

Goal: More students complete training-

March - April

- Request a list of your school's accepted students and their training dates, locations. This is available after March 2nd.
 - Students are sent acceptance notification via email and letters home
- Discuss the importance of attendance at Work Readiness Training and Mock Interviews
 - If students fail to attend training or are late, they are dropped and not eligible for a job. Special circumstances should be communicated via email or phone messages before training dates. Encourage students to contact us with any issues.
- Discuss details of transportation and schedule with each student to help them make a plan
 - Students are responsible for their own transportation to training, but they can request metro transit tokens prior to beginning training.
- Be prepared to help students complete and fine tune their resumes

Goal: Support students in landing summer jobs-

March - May

- Students are evaluated at training. Discuss the importance of doing their best and participating in training.
- Make sure students think about their summer schedules. The more activities and summer school students have, the harder it can be to place them in jobs.
- In May most youth have an interview for their job. Help reinforce what we teach in training by discussing with youth how to prepare for the logistics as well as the content of a job interview.

INCOME GUIDELINES:

STEP-UP using the following chart as a GUIDELINE to determine if a student is eligible for our program. It is a guideline only. If a student is unsure if they qualify, please encourage them to apply.

Persons in Family	1	2	3	4	5	6	7	8
Total Household Income	46,000	52,600	59,150	65,700	71,000	76,250	81,500	86,750