

Arise! SYEEP Overview

Arise! Summer Youth Employment & Education Program (Arise! SYEEP) provides youth residing in Manhattan Community District 9, at least 14 years of age, in 8th – 11th grade at time of application with six weeks of summer employment, positive youth development and educational enrichment activities.

Program Dates: Monday, July 8th through Friday, August 16th 2019

Hours and Pay:

- Twenty-five hours/week of combined employment, educational and community service activities
- Hourly wage is \$15.00 per hour

Eligibility:

- Must reside in Manhattan Community District 9 (West Harlem)
- At least 14 years of age by July 8, 2019
- In the 8th – 11th at time of application
- Must have New York State working papers if between the ages of 14 - 17
- Young men 18 years of age must have selective service registration

Employment Opportunities: Private Sector, Non-profit, and Government

- Clerical and Administrative
- Customer Service
- Education and Recreation Support

Arise! Program Site: Our Children’s Foundation 527 W. 125th Street New York, NY 10027

Program Schedule:

| Rising Freshmen & Sophomores (in 8 th and 9 th grade at time of application): | Rising Juniors & Seniors (in 9 th and 10 th grade at time of application): |
|--|---|
| Mon, Tues – Education Enrichment at Arise! Program site | Mon, Tues, Wed – Employment Assignment at worksite |
| Wed, Thurs – Employment Assignment at worksite | Thurs – Education Enrichment at Arise! Program site |
| Friday – Mentorship Hour/Community Service/Field Trip (Morning meet up at Arise! Program site) | Friday – Mentorship Hour/Community Service/Field Trip (Morning meet up at Arise! Program site) |

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Education Enrichment Schedule:

Mondays and Tuesdays (Rising Freshmen/Sophomores) and **Thursdays** (Rising Juniors/Seniors)

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|------------------|--|
| 8:30am - 9:00am | Arrival/Attendance taken at Arise! site |
| 9:00am - 12:00pm | Rising Freshmen/Sophomores - <i>Reading Comprehension, Writing Mechanics, Essay Analysis, NYS Regents Prep Algebra, Geometry</i> Rising Juniors/Seniors - <i>Algebra, Geometry, Trigonometry, SAT/ACT prep, College applications prep</i> |
| 12:00pm - 1:00pm | Lunch |
| 1:00pm - 3:00pm | Elective (Choice of STEM, Entrepreneurship or Art) |

Fridays

| | |
|-------------------|--|
| 8:30am – 9:00am | Arrival/Attendance taken at Arise! site |
| 9:30am – 10:30am | Mentorship Hour (Weekly guest speakers) |
| 10:30am – 12:00pm | Community Public Health Advocacy Project |
| 12:00pm – 1:00pm | Lunch |
| 1:00pm – 3:00pm | Local Field Trips / Boot Camp |

Bi-Weekly Payroll Periods:

| Payroll Period | | | |
|----------------|-----------|-----------|-----------|
| | From | To | Paid On |
| 1 | 7/8/2019 | 7/21/2019 | 7/26/2019 |
| 2 | 7/22/2019 | 8/4/2019 | 8/9/2019 |
| 3 | 8/5/2019 | 8/18/2019 | 8/23/2019 |

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Registration Link: <https://westharlemdc.fluxx.io/apply/arise>

If you have been assigned a User Name and Password, proceed to login at:

Application Link: <https://westharlemdc.fluxx.io>

Parent or Legal Guardian information and sign off needed in the application process. Submission of an application does not guarantee acceptance into the program. Selection is contingent upon residency verification, successful completion of academic year and no remediation and available positions.

Needed Documentation at Time of Application:

| | |
|---|--|
| <p>Identity & Employment Eligibility Verification- Applicants are required to submit proof of identity and employment eligibility. The following list, include documents that establish both Identity and Employment Eligibility:</p> | <p>1. Any one (1) of the following: Unexpired U.S. Passport or Passport Card Permanent Resident Card (green card) or Alien Registration Receipt Card (Form I-551) An unexpired Temporary Resident Card OR 2. Any combination of two (2) of the following: Driver's license or ID card issued by a federal, state, or city government (IDNYC Municipal ID, EBT, NYS non-driver's ID) Social Security Card School ID card with a photograph Certificate of Birth issued by the Department of State School record or report card Clinic, doctor, or hospital record</p> |
| <p>West Harlem - Manhattan Community District 9* Residency Verification - Applicants are required to submit proof that their parent or legal guardian have residency with West Harlem - Manhattan Community District 9 boundaries. Any combination of two (2) of the following in the name of the applicant, their parent or legal guardian will serve to verify Manhattan Community District 9 Residency:</p> | <p>Home utility bill Current lease with participant listed in the lease Mortgage or Deed Official mail from a Federal, State or City Agency Benefit budget/SNAP letter Official letter from Social Services (Must include applicant's name, Benefit # and date) Two (2) consecutive pay stubs dated within the last six months W-2 form and one (1) pay stub dated within the last six months Current pension award letter, current SSI/D award letter, or unemployment benefit document dated within the last six months</p> |
| <p>Working Papers - If you are between 14 and 17 years of age, you must have your Working Papers</p> | <p>You can get an application online at http://www1.nyc.gov/nyc-resources/service/2755/youth-working-papers or at your school.</p> |
| <p>Report Card</p> | <p>From the most recent reporting period.</p> |
| <p>Letter of Good Academic Standing – Access Form Here</p> | <p>This form should be signed by the school counselor or administrator.</p> |

Should you have any programmatic questions please contact: abasyeep@westharlemdc.org

For technical issues with submitting application please contact: cmarty@westharlemmed.org