



DEPARTMENT of
COMMUNITY DEVELOPMENT

LYNN SUMMER YOUTH EMPLOYMENT PROGRAM

Program Information:

1. Program runs from July 5, 2023 – August 18, 2023.
2. Youth Workers will earn \$16.25 per hour.
3. Maximum number of hours for work is 160 hours for the summer, which is 26 hours per week for 6 weeks.
4. Email is the primary means of communication. Please provide an email that the youth worker checks regularly.

Program Requirements:

1. Youth Workers must be 16 years old by the start of the program. Youth Workers cannot be older than 21.
2. Hired Youth Workers who are 16 and 17 years old will be required to obtain a Work Permit from a Lynn Public Schools (LPS) high school.
3. A bank account in the Youth Worker's name is required for participation.
4. Deadline to submit this Application is May 26, 2023.
5. Youth who are interested in a Supervisor position must submit a resume.

Application(s):

1. Complete the Community Development Summer Youth Employment Application at:
<https://www.cityoflynnoecd.net/index.shtml>
2. If you are an LPS or KIPP student, or a graduate from an LPS or KIPP High School within the last two years, you must **ALSO** complete the online Youth Works Application at:
<https://youthworksdata.org/aboutyouthworks.asp?key=key1s&yw=Lynn>

Required Documentation if hired:

All hired Youth Workers will attend the **SYEP Orientation** and be required to provide the following documentation:

1. A copy of your Birth Certificate or US Passport
2. A copy of your Social Security Card
3. Work Permit if under 18, per the Commonwealth of Massachusetts, is required. If you are hired you will be given a "Work Permit Application" to complete and bring to a Lynn Public High School where they will issue you the official Work Permit. You will then need to submit the Work Permit to Community Development. (You do not need to be a Lynn Public High School Student to obtain a Work Permit from a Lynn Public High School.)
4. Bank Account Information – All hired youth workers are required to have a bank account to receive payment via direct deposit. Proof of a bank account in the youth worker's name is required, either a direct deposit letter from a bank, a bank statement or a screenshot of your online account. You cannot use a parent's bank account, Cash App or a Venmo account.

What happens after you submit the application:

- ➔ All applicants are entered into a Master List using the information each youth gave on the application.
- ➔ Community Development works with local businesses and non-profit agencies to find the right placement for summer youth workers.
- ➔ IT IS IMPORTANT FOR YOU TO TELL US AS MUCH ABOUT YOURSELF TO FIND THE BEST JOB FOR YOU.
- ➔ Some businesses or non-profit agencies may request an interview.

Businesses used in the past:

Luna Sweets Bakery – kitchen work
Columbia Insurance – office work
4Insurance – office work
ERC Wiping Products – warehouse work
Hirsch Landscaping – outside landscaping work
Appleton’s Rentals - cleaning
Seacrest Foods – warehouse work
Harbor Loft Apartments – outside cleaning

Non-profit agencies used in the past:

Building Bridges Through Music – summer camp with children
Camp Fire (located in Salem) – summer camp with children
Beyond Walls – event work
College Application Education Project – office work
The REAL Program – summer camp with children
Boys & Girls Club – summer camp with children
Lynn Museum – office work
Community Together – outside community garden work

Placements are also at local schools for summer school and summer camp with children.

Placements are also at City parks and playgrounds for outside cleaning.

There are positions for youth who attend Lynn Tech and take a trade in the following:

1. Plumbing
2. HVAC
3. Electrical
4. Carpentry

Please make sure you tell us on the application if you take one of the above trades and are interested in that work during the summer program.

**Thank you for applying with the Community Development
Summer Youth Employment Program!
Our goal is to find the job that is the best fit for YOU!**