

## DETROIT EMPLOYMENT SOLUTIONS CORPORATION

### Attachment A: SYEC Responsibilities

The Summer Youth Employment Coordinator (SYEC) will help youth participants:

1. Obtain valuable work/training experience at worksites that are accessible, safe and well supervised.
2. Identify career interests through exposure to various job sectors, occupations, career pathways, and the requirements necessary for success in the industry.
3. Acquire good work habits and develop employment-related skills.
4. Develop an increased understanding of post-secondary and career options available to them.
5. Develop appropriate work readiness skills, acquire financial literacy skills and other competencies that will prepare them to succeed in their transition to adulthood.

The SYEC will implement the following three-tiered model:

- Tier 1: Career Exploration – Recommended for youth who are 14 to 15 years old. The Career Exploration program introduces youth to first-time work and career opportunities through community service, team projects, and job shadowing.
- Tier 2: Ready to Work – Recommended for youth who are 16 to 17 years old. This tier is developed for young people who have some work experience. The Ready to Work tier places the majority of youth with a host employer, while continuing to build career readiness skills with support from a designated youth development partner.
- Tier 3: Career Pathways Internships - Recommended for young adults who are 16 to 24 years old. The Career Pathways Internship program is for young people with previous work experience and a desire to commit to a specialized area of work with a host employer. Interns will continue to build career readiness skills with support from a youth development partner.

The SYEC will be responsible for the following functions:

#### 1. **Program Management and Coordination.**

- a) Determining eligibility according to program and funder requirements
- b) Conducting outreach and recruitment activities.
- c) Providing on-going technical assistance, consultation, and guidance to ensure that the GDYT Program is meeting or exceeding established goals.
- d) Ensuring that youth participants are not placed at worksites where employment involves direct involvement in political or religious activities.
- e) Coordinating all activities with subcontractors and summer employment providers.
- f) Establishing Non-Financial Worksite Agreements (NFWA) with public and private employers who are committed to helping program participants receive quality and meaningful summer employment opportunities that provide successful work readiness skills.
- g) Providing worksite development, training and support as required.