

Trinity Baptist Church Summer Youth Employment Program

ALL CLASSES WILL BE HELD IN THE J. L. CASTON CENTER

2011 CALENDAR

(Tentative)

DAY/DATE/TIM

WORKSHOP/ACTIVITY

Monday, May 1 -23

APPLICATION PERIOD

Tuesday, May 31

Program Orientation

6:30 – 8:00 p.m.

Payroll / W-4's

Resumes Writing

Job Applications/Personal Communication

Hygiene / Attitude

Tuesday, June 7

Work Ethics

Dress For Success

6:30-8:00 p.m.

Conflict – Resolution

Tuesday, June 14

Cultural Diversity

Personal Communication

6:30-8:00 p.m.

Tuesday, June 21

Developing Positive Self-Esteem

6:30-8:00 p.m.

Tuesday, June 28

Job Interview Skills

Interviews / Job

6:30-8:00 p.m.

Placement

Sunday, July 10

S.Y.E.P. Dedication Ceremony*

10:30 a.m.

Trinity Baptist Church Sanctuary

Sunday, August 21

S.Y.E.P. Awards *

10:30 a.m.

Trinity Baptist Church Sanctuary

*Parents/Guardians are required to attend.

WORK PERIOD:

MONDAY, JULY 5, 2011 thru

THURSDAY, AUGUST 26, 2011



Summer Youth Employment Program Intern Handbook

Trinity Baptist Church

2040 West Jefferson Blvd.

Los Angeles, CA 90018

(323) 735-0044 Fax: (323) 735-0219

Website: trinitybaptistchurchofla.org

Email: trinitybaptistc@sbcglobal.net

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Summer Youth Employment Program

This handbook belongs to

My employer is:

TRINTIY BAPTIST CHURCH

**2040 West Jefferson Boulevard – Los Angeles,
CA 90018**

**Telephone: (323) 735-0044 - Fax: (323) 735-
0219**

E-Mail: trinitybaptistc@sbcglobal.net

Reverend Alvin Tunstill, Jr. Pastor

Dr. Rhoushelle Bozeman, Chair

Deacon Solomon Jones, Co-Chair

Company Name

Address

City_____

Zip_____Phone(_____)_____

Fax No. (_____)_____

Email:_____

Director

/Supervisor_____

Our Commitment to You

Congratulations!

Intern,

This may be your first regular job; most of you have worked before at home and in school. Now, you are going to have a chance to prove to your employer and yourself just how well you can work on a paid job.

The Trinity Summer Youth Employment Program is for young people, like you, in the church and the community, who are willing to be **mentored and tutored** in career and character development, as well as paid work.

Your job experience has been made possible through the generosity and concern of the members of Trinity Baptist Church who believe that the church must actively provide opportunities for young people to develop their God-given gifts through education and productive work.

Your Commitment to Trinity members

The members of Trinity have made a commitment to you, and they also ask for a commitment from you. You are asked to meet the following requirements of the program:

1. We encourage you to attend a Church every Sunday.
2. You must obtain and submit to the SYEP Coordinator a work permit if under 18 years of age. A report card, birth certificate, Social Security card, Medical Insurance and a Liability Waiver signed by parents is also required.
3. You must prepare and submit a resume. There will be a workshop session on resume preparation.
4. You are to write an essay about the company where you are placed.
5. In obedience to His will, you will be encouraged to tithe ten percent of your salary.
6. You must verify an existing savings account or open one.
7. You must prepare a budget or financial plan for the money you earn.

The Program

GENERAL PROGRAM DESCRIPTION

The Summer Youth Employment Program of Trinity Baptist Church (Trinity Summer Youth Employment Program) is a comprehensive employment internship program. This program provides paid work experiences (internships) for young people in entry-level positions in the fields of banking and finance, information technology and telecommunications, local government, transportation and utilities during the summer months.

WORK SCHEDULE, WAGES AND DRESS CODES

Interns work at the company locations Monday through Thursday. Interns are paid 28 hours per week (seven-hour workdays), with one unpaid hour or ½ hour for lunch according to company policy. Each Friday, 10:00 a.m. – 12:00 p.m., youth employees will attend a two (2) hour Character and Career Conferences at Trinity Baptist Church or other locations. Interns will be paid \$8.00 or \$8.50 per hour, depending on the age of the intern. You will be paid for hours worked. There will be no paid holidays, vacation or sick time. The employer pays breaks, however, lunchtime is unpaid.

PARTICIPANT ELIGIBILITY

Eligible youth must be active members of the church and/or live in the Jefferson Park community. Youth must be currently attending school in good standing. High school students entering their sophomore year through college students completing their senior year may apply, ages 15 – 22 years. You must be 15 years of age before July 1, 2010. Interns will be allowed to work a maximum of 4 (four) years on the program. After the fourth year, they should apply for jobs in the work force using the skills they received from the summer youth employment program.

WORK PREPAREDNESS SERIES

All applicants must attend the Trinity Work Preparedness Series to assure that one is equipped to handle the responsibility of working. The series includes seminars and workshops covering:

- **Interns and Parents Orientation**
- **Personal Communications**
- **Interview Skills**
- **Conflict Resolution**
- **Work Ethics**
- **Attitude and Hygiene**
- **Dress for Success**
- **Developing and Maintaining a Positive Self Esteem**
- **Resume Writing**
- **Cultural Diversity**

Upon completion of this series, applicants will be interviewed by a panel of church members, educators and selected peers who will choose program participants based on the following criterion: oral interviews, written answers to questions presented, community involvement and student potential to succeed.

CHARACTER AND CAREER CONFERENCES

Sexuality, career awareness and counseling, goal setting, personal finances and budgeting as well as volunteerism and philanthropy are among the topics that will be covered by guest speakers, discussion groups and panels. In addition, interns will write essays on the company they work for and the job they perform.

MENTORS

A SYEP committee member will mentor each intern during the program. The mentors will visit the company to meet the intern's supervisor, provide personal counseling and work coaching to the intern. Mentors will also evaluate the job environment on behalf of Trinity and the intern.

Frequently Asked Questions

Following are commonly asked questions concerning the jobs we provide through our Summer Youth Employment Program.

What days do I work?

For the next eight (8) weeks, beginning on July 5, 2011, you will work on Monday, Tuesday, Wednesday and Thursday. There will be no work on Fridays. Companies paying Interns may request an Intern to work overtime or weekends. This is by agreement only.

How many hours a day do I work?

Interns, ages 15 – 22 years of age, will work seven (7) hours a day Monday, Tuesday, Wednesday and Thursday. When you finish working each Thursday, you will have worked a total of 28 hours (7 hrs. per day x 4 days = 28 hrs.). If you are under 16 years old, you cannot work past 9:00 at night.

How can I be sure that I have been properly enrolled to work for the SYEP?

Interns 15 – 17 years of age must have a Work Permit before the first day of the program. If you have not received your Permit before the first day of the program

Frequently Asked Questions

DO NOT GO TO YOUR WORK LOCATION. Report to the Program Coordinator for further instructions.

You may obtain a work permit from your school office. You must obtain a work permit each year. Work permits expire on September 30.

How much do I get paid?

The youth worker will be paid directly by Trinity Baptist Church (in most cases). Workers will be paid between \$8.00 and \$8.50 an hour, depending upon their age. A company may pay an Intern more than \$8.00 if they choose to do so.

If you are late getting to work or returning after lunch, you will not be paid for the time you were absent. It pays to be on time! If you are regularly late, you will be released from the program.

What do I have to do to get paid?

- A. WORK
- B. YOU MUST FILL OUT A TIME SHEET DAILY.
- C. YOU MUST SIGN THE TIME SHEET. Be sure you sign your name the same way it appears on your Application.

FAQ's

D. MAKE SURE THE INFORMATION ON YOUR TIME CARD IS CORRECT (SOCIAL SECURITY NUMBER AND HOURS). YOUR TIME CARD SHOULD REFLECT ALL THE HOURS YOU WORKED.

E. PROGRAM COORDINATOR WILL VERIFY TIME WORKED. Falsification of time cards will result in being released from the program.

Where do I get paid?

CHECKS WILL BE DISTRIBUTED BI-WEEKLY FROM TRINITY BAPTIST CHURCH AT THE FRIDAY SEMINAR.

PUT THE DAY AND TIME YOU ARE PAID IN THE CHART BELOW:

I AM PAID:

DAY: _____

TIME: _____

LOCATION: _____

Note: Please cash or deposit your paycheck as soon as possible after you receive it. Your check is negotiable for only **thirty (30)** days after issue date.

FAQ's

How do I avoid losing my check or having it stolen?

Upon receipt, put your check in a secure place or go to the bank with a group.

Do not display it openly to others.

Do not sign (endorse) the back of your paycheck until you enter the bank.

Leave the bank with the same group you came with.

Establish a savings account in your neighborhood bank before the start of the program.

What do I do if my check is not correct?

Interns should not cash or deposit an incorrect check.

Contact the Program Coordinator or the Office Manager at once and explain your problem. One of these persons will help you.

WE WILL MAKE EVERY EFFORT TO PAY OUR PROGRAM PARTICIPANTS AS SCHEDULED. PLEASE NOTIFY US IF THERE ARE ANY PROBLEMS OR DELAYS SO THAT WE CAN WORK TO CORRECT THESE PROBLEMS. "BE PATIENT."

FAQ's

What do I do if my check is lost or stolen?

- Report your lost check to the Church Office Manager immediately.
- Report the lost/stolen check to your nearest police precinct. They will give you a complaint receipt.
- All lost or stolen checks will be taken care of at the end of the program.

Who do I see if . . .

- I hurt myself on the job?
- I have a job problem?
- I want job counseling?

Contact the Program Coordinator or the Church Office Manager.

When do I get my last paycheck?

THE LAST SCHEDULED PAYDAY IS FRIDAY, AUGUST 5, 2011. THIS CHECK WILL BE MAILED TO YOU ON SEPTEMBER 2, 2011 AT YOUR HOME ADDRESS OR TO THE ADDRESS PROVIDED BY THE INTERN BEFORE LEAVING THE PROGRAM. BE SURE THIS INFORMATION IS CORRECT IN THE CHURCH OFFICE.

FAQ's

How will I benefit through this summer job program?

You will receive Labor Market Orientation that is designed to provide you with information about the job market, setting goals, and interviewing techniques and resume writing.

You will receive labor market information at regular intervals during your employment with the Trinity Youth Employment Program, as well as during the pre-program orientation.

You will be visited at your work-site by monitors from the Trinity Summer Youth Employment Program. You will be asked questions about Labor Market Orientation. You should make an effort to remember this information since it will be of assistance to you in the future.

You will learn how to act on a job by getting to work on time, getting along with people, and taking responsibility.

Your work habits will be evaluated during the summer. Your supervisor will report on your attendance, how many times you have been late to work or coming back from lunch, how well you get along with other people and how well you do on your job. When applying for your next job

FAQ's

you do on your job. When applying for your next job this person will be your reference. He or she can tell your future boss how well you performed your job. If you do a good job, your chances for being hired again next summer will be excellent.

What should I do with the money I earn?

Prepare a budget to make sure that your money will last beyond payday to payday. Your budget will help you plan and decide how much money to save and how much you can spend.

TO MAKE A BUDGET: (Handout provided)

Write down how much you actually make after taxes.
Write down how much you want to save. (You must open a savings account at any bank. If you are under 18 years of age, your parent or guardians must accompany you to the bank to co-sign documents.) In addition to keeping your money secure (it is insured by the bank), the bank also pays you interest.

List how you want to spend your money after paying your tithes (i.e., go to a movie, buy a tape or CD, bus tokens for the week to get to work, etc.)

FAQ's

There are also certain things that you **CANNOT DO**:

1. You cannot help other people raise money.
2. If you are working with children, you cannot play with them. You must WATCH, TEACH and COACH them. For example, when you go to a playground, you can show the children how to play a game and then coach them. If you visit a museum or take the children on a field trip, you must watch, teach and coach them.

If you are asked to raise money or play with children on the job, follow the procedures below.

Type or write a memo to your job supervisor and then discuss your work guidelines with your job supervisor. Be sure to provide Reverend Tunstill with a copy of your memo and keep one for your own records.

YOUR WORKPLACE MUST ALSO FOLLOW CERTAIN RULES:

- A. It must be safe and sanitary.
- B. It must evaluate you based on your work performance.
- C. It must not discriminate against you because of your race, religion, color, sex, age, handicap, place of origin (ethnicity) or your political or religious beliefs.

Special Note

If you are aware of any incident of child abuse, sexual harassment, or sexual abuse, or if you are a victim of such treatment, immediately call and write a letter to your job supervisor, your parents/guardian and to Reverend Tunstill.

TO DO A GOOD JOB THIS SUMMER YOU MUST:

1. Arrive a few minutes early each day!
2. Go to work everyday.
3. Call your supervisor before you are expected to arrive if you are going to be late or absent, also call Reverend Tunstill at the church.
4. Sign your time sheet when you come in and when you leave.
5. Make sure you and your supervisor sign your time card (at the end of the pay period)
6. Work hard with a spirit of excellence.
7. Follow the instructions of your supervisor.
8. Follow the rules of the program.
9. Notify your supervisor, the Church Office and Dr. Rhoushelle Bozeman, Program Chairperson, any change in address and/or telephone number in the event of emergency.



INTERNSHIP SALARY SCHEDULE

EXAMPLE ONLY

18-22 YEAR OLDS - \$8.50 per hour/per 28 hours per
week

<u>Pay Day</u> <u>Net Pay</u>	<u>Work Dates</u>	<u>Gross Pay</u>	<u>Soc. Sec.</u>	<u>Tax</u>
07/11/08	06/30-07/03	\$238.00 \$16.00	\$28.40	\$193.60

CHARACTER & CAREER CONFERENCES and TIME CARDS DUE: All students must be present for these classes and turn in time cards for period worked. If you fail to turn in your time cards on due dates – your check will be processed for the next time period.

Friday, July 15, 2011
Friday, July 29, 2011
Friday, August 12, 2011

Pay Dates for 2011

Following are the dates you may come into the Church Office – sign for and pick up your checks. Checks are available for pick-up 10:00 a.m. – 12:00 p.m.

Friday, July 22, 2011
Friday, August 5, 2011
Friday, August 19, 2011

Friday, September 2, 2011 Checks for this Pay Period will be mailed to the address provided on your Application or you make arrangements to pick-up.