May 4, 2015

Dear School Representative:

This notice is provided to give you information on our Summer Student Worker Program. This Program is a twelve week community outreach program that provides students with real-world, work experience in the public sector while earning a wage during the summer. The Program first began in 1982 and was last implemented in the summer of 2009 due to budget considerations. We are happy to announce that the Program is back this year!

The Program is open to all high school and college students age 16 to 21 who were enrolled in the 2014/15. No work experience is needed and students will be selected by a Lottery. Please share the following information with interested students and parents:

- The Program is open to High School students enrolled in the 2014-2015 school year and College students enrolled in the spring session of 2015 (ages 16-21 on the day of the Lottery). Students must be able to provide a valid work permit, as applicable, signed by parents and high school administrators by June 18, 2015.

- The Program is expected to run from June 29, 2015 to September 3, 2015. Hours will vary by department, but assignments will typically be from Monday through Thursday (no Fridays) and between the hours of 8:00 a.m. to 5:00 p.m. Students may work 4 to 8 hours per day and will be paid $9.27 per hour.

- The student openings available for the summer will be filled by a Lottery which will be conducted at 2:00 p.m. on Saturday, June 6, 2015. The Lottery will be held at the Don L. Nay Administration Building located at 3165 Pacific Highway. If students are selected, they will be required to stay and register for the program. This will include completion of an application, an Eligibility for Employment Form, tax forms, and an orientation. This process is expected to take approximately three hours, and student should be finished by 5:00 p.m.

Attached is an employment bulletin with further details and for posting and distribution. If you have any questions concerning the Program, please call me at (619) 686-7245. Thank you for your assistance in promoting this program.

Sincerely,

Shirley Hirai
Manager, Equal Opportunity