

MAYOR MARION S. BARRY
SUMMER YOUTH EMPLOYMENT PROGRAM

HOST SITE HANDBOOK

#MBSYEP2026



DISTRICT OF COLUMBIA
DEPARTMENT OF
EMPLOYMENT SERVICES



GOVERNMENT OF THE
DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR



MAYOR MARION S. BARRY, JR. SUMMER YOUTH EMPLOYMENT PROGRAM

June 2026

Dear 2026 Mayor Marion S. Barry Summer Youth Employment Program Supervisor:

It is with great pride and enthusiasm that we celebrate the 46th year of the Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP) and the 11th year under Mayor Muriel Bowser's leadership. For nearly half a century, this incredible program has stood as a beacon of opportunity, providing District young residents with invaluable work experience, and empowering them to shape their futures.

The DC Department of Employment Services (DOES) is excited to collaborate with you to provide meaningful and constructive work experiences for youth ages 14 to 24. You are uniquely positioned to provide training and guidance to youth, and your partnership enables youth to develop positive work habits and learn critical skills necessary to secure sustainable future employment. Your decision to participate as a host reflects a profound commitment to nurturing and empowering the next generation. It is through your dedication and commitment that our youth identify possible career paths, obtain employment, and grow to become our future leaders.

The following handbook includes critical information you will need to be a successful host employer. We are excited to work with you and look forward to collectively ensuring our youth have a valuable summer work experience.

Sincerely,

Dr. Unique Morris-Hughes
Director, DC Department of Employment Services





MAYOR MARION S. BARRY, JR. SUMMER YOUTH EMPLOYMENT PROGRAM

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2026 MBSYEP Program Overview

Managed by the DC Department of Employment Services, the Mayor Marion S. Barry Summer Youth Employment Program (MBSYEP) is a locally funded initiative that provides District youth ages 14 to 24 with an enriching summer employment experience through subsidized placements in the public and private sectors.

MBSYEP provides a transformative 6-week experience for over 10,000 District youth from June 29 to August 7, 2026. Participants will engage in a dynamic program focused on:

- High-quality workforce and leadership development
- Impactful civic engagement opportunities
- Comprehensive career exploration activities

Through this immersive experience, District youth will gain exposure to high-growth and in-demand careers, preparing them for future success and connecting them to exciting opportunities.

What to Expect

Participants can expect a fun, engaging, and transformative summer while gaining valuable work experience and earning compensation for successful participation at your assigned worksite. To participate in MBSYEP, District youth must complete three essential steps:

Step 1: MBSYEP Application (January 26 – March 6, 2026)

Complete the online application, including the selecting your top three career interests and Banking Quiz and W-4 information, at summerjobs.dc.gov.

Step 2: Submission of Eligibility Documents (January 26 – March 28, 2026)

Participants can submit the required documents in person during a scheduled certification session. They will be invited to attend an in-person certification session. For college students or participants who cannot attend in person, the virtual option via the Youth Portal will be available to submit their documentation.

Step 3: MBSYEP Orientation (April 4 – May 22, 2026)

Attend an in-person orientation (required for 14-15-year olds and new participants) or complete it virtually through the Youth Portal (for returning participants).

Step 4: MBSYEP Job Announcements (June 8, 2026)

Login to the Youth Portal to view their host site.

Step 5: MBSYEP – Day 1

MBSYEP participants, do not forget to report to the worksite listed in your Youth Portal on Day 1 of the program. On the first day, be sure to meet with your host site supervisor. Your supervisor will help you become familiar with the company policies and procedures which will allow you to better understand expectations and how to succeed in your role. Your work experience journey begins here!

SECTION I: PROGRAM INFORMATION

Program Dates

The Mayor Marion Barry Summer Youth Employment Program (MBSYEP) is administered by the DC Department of Employment Services (DOES) and will start on Monday, June 29, 2026 and end on Friday, August 7, 2026.

MBSYEP Team

The MBSYEP team is here to assist you and consists of the following key staff members:

- **The MBSYEP Program Liaison** serves as the primary contact for the employer or host site and will make regular check-ins to provide support and ensure program requirements are met.
- **The MBSYEP Monitor** oversees the environment at assigned worksites, advocates for youth participating in the program, and provides support to supervisors with any issues they may encounter.

For daily communications, supervisors and payroll coordinators should contact their employer/host coordinator who will work directly with the MBSYEP program liaison to resolve issues.

Responsibilities of Employer/Host Team

Each worksite will identify a team to ensure a positive experience for both employers and youth. The team will consist of:

- **The Employer/Host Coordinator** is the designated coordinator or point of contact within your organization.
- **Payroll Coordinators** are the individuals designated to process payroll for each worksite.
- **Worksite Supervisors** are the individuals designated to work directly with youth at the worksite.

How do I apply to be a Host Site for MBSYEP 2026?

The MBSYEP 2026 Host Site Application will open on Monday, January 26, 2026, at 12:00 PM. Applications will be reviewed on a first-come, first-served basis and must be submitted no later than Friday, May 29, 2026.

The application can be accessed by visiting summerjobs.dc.gov.

Step-by-Step Guide: Completing the MBSYEP Host Application

Step 1: Determine Your Employer Type

- Returning Employers: If you have hosted youth in a prior year, use your existing login credentials to access the application portal.
- New Employers: You will need to create a new account before starting the application

Step 2: Gather Required Information

- Before starting the application, prepare the following:
- Organization details (name, address, EIN, point of contact)
- Worksite locations (if different from main office)
- Job descriptions for youth participants
- Supervisor information (name, title, contact info)
- Number of youth you can host
- Work schedule (hours, days, remote/in-person)
- Safety protocols (especially for in-person roles)

Step 3: Complete the Online Application

- Log in or register on the portal.
- Fill out each section of the application:
 - ◆ Organization Profile
 - ◆ Worksite Details
 - ◆ Job Descriptions (include duties, skills to be learned, and supervision plan)
 - ◆ Youth Supervision Plan
 - ◆ Workplace Safety & Compliance
 - ◆ Upload any required documents (e.g., proof of insurance, business license if applicable).

Step 4: Submit the Application

- Review all entries for accuracy.
- Submit the application before the deadline (typically in early spring).
- You will receive a confirmation email once your application is submitted successfully.

Step 5: Await Approval & Site Visit (if applicable)

- The DOES team may contact you for additional information or to schedule a site visit.
- Once approved, you'll receive a Host Site Agreement and further onboarding instructions.

Step 6: Prepare for Youth Placement

- Attend any required host orientation sessions.
- Coordinate with your assigned DOES Sector Liaison for support.
- Prepare onboarding materials and work plans for youth participants.

MBSYEP Pre-Program Site Visit Required Action

To ensure a safe, structured, and enriching environment for youth participants, all prospective MBSYEP host sites must complete a multi-step approval process. This includes a mandatory pre-site visit and, if necessary, corrective action. Below is a detailed overview of the process:

Step 1: Site Application Review

- Host site submits application with required documentation (worksite information, employee information, job descriptions).
- MBSYEP staff reviews for completeness and initial eligibility.

Step 2: Pre-Program Site Visit Scheduling

- MBSYEP staff contacts the site to schedule a mandatory pre-site visit.
- Site must confirm availability and ensure key staff are present.
****Before a pre-program site visit can be scheduled, the Host Site Application must be completed in full, including all required documentation (e.g., worksite details, job descriptions, and supervisor information).****

Step 3: Conducting the Pre-Site Visit

- During the visit, MBSYEP staff will assess:
 - See pre-site visit form.
 - Location (MD sites must be approved by manager, No home residents as a site)

Step 4: Mandated Action Notification (if applicable)

- If deficiencies are found, the site will receive a Mandated Action Notice outlining:
 - ♦ Specific issues to be corrected.
 - ♦ Deadline for compliance (typically within 5-7 business days)
 - ♦ Required documentation or follow-up actions.

Step 5: Follow-Up Review (If applicable)

- If a Mandated Action Notice was issued, the site must submit documentation verifying that all corrective actions have been completed. MBSYEP staff will review the submitted documents to confirm compliance and determine final site approval status.

Prohibited Jobs & Environments

To ensure youth safety and program compliance, the following are not allowed:

- Work host site in private homes or residential settings
- Roles requiring personal care or medical assistance.
- Environments that are unsafe, unprofessional, or lack supervision.
- Any position where a family member of the youth is employed or supervising.

Background Checks and Fingerprinting

To ensure a safe and supportive environment for all participants, all host staff working with any youth ages 14-17 are required to complete a background check. These checks will be conducted through a provided partner at no cost to you. Hosts who do not complete the required background check by the deadline (May 29, 2026) will not be permitted to work with any youth under the age of 18.

Family Member Restriction for MBSYEP Host Sites

MBSYEP worksite team members (including employer/host coordinators, payroll coordinators, or worksite supervisor) are not allowed to supervise a relative. A relative is defined as a person's father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

Metro Accessibility Requirement for MBSYEP Host Sites

To ensure safe and reliable transportation for all youth participants, all MBSYEP host sites are required to be accessible via the Washington Metropolitan Area Transit Authority (WMATA) system. Specifically, each host site must be located within one (1) mile of a WMATA station/stop.

Why This Matters:

- Many youth rely on public transportation to get to and from their worksite.
- Metro-accessible locations help reduce transportation barriers and promote punctuality.
- It supports the program's goal of providing fair and inclusive opportunities for all participants across the District.

Host sites that fall outside of this requirement must receive prior approval from the DOES Office of Youth Programs (OYP) management.

Protecting Youth Privacy: Handling Confidential Information at MBSYEP Host Sites

As an MBSYEP host site, you are entrusted with sensitive information about youth participants. It is your responsibility to ensure that all Personally Identifiable Information (PII) is handled with the highest level of care and confidentiality.

What is PII?

PII includes, but is not limited to:

- Full names
- Dates of birth
- Social Security numbers
- Home addresses
- Phone numbers

- Email addresses
- Any documents containing private or identifying information.

Best Practices for Handling PII:

- Store all physical documents containing PII in a locked, secure location.
- Limit access to PII to authorized staff only.
- Use password-protected systems for digital records containing PII.
- Never share youth PII via unsecured email or messaging platforms.
- Shred or securely dispose of documents containing PII when no longer needed.

What to Avoid:

- Do not leave PII visible on desks or shared spaces.
- Do not discuss youth information in public or non-secure settings.
- Do not post any PII on social media or public platforms.

Reminder:

Protecting youth privacy is not just a best practice—it's a requirement. Mishandling PII can result in removal from the program and potential legal consequences.

Host Orientation and Timekeeping Training

Serving as a host site for MBSYEP is a meaningful opportunity to mentor and empower youth across the District. To ensure a smooth, successful, and compliant experience for both host sites and participants, attendance at the mandatory Host Orientation and Timekeeping Training is required.

Why Host Orientation Matters:

- Provides a clear understanding of program policies, expectations, and responsibilities.
- Equips supervisors with tools to create a safe, structured, and supportive work environment.
- Clarifies prohibited job duties, supervision standards, and youth engagement best practices.
- Ensures sites are prepared for site visits, documentation, and communication protocols.

Why Timekeeping Training Is Critical:

- Ensures accurate and timely submission of youth work hours.
- Prevents payroll delays and discrepancies that can negatively impact youth.
- Trains designated staff on how to use the official Time Management System (TMS).
- Reinforces the importance of compliance with deadlines and reporting standards.

Together, these trainings help maintain the integrity of the program, protect youth participants, and support host sites in delivering a high-quality summer experience.

The First Day of MBSYEP 2026

The first day that youth report to work will set the tone for the entire summer. The following should be done on the first day:

- MBSYEP participants will be checked in using the roster provided by the Department of Employment Services (DOES).
- All MBSYEP participants must present identification or a copy of the job assignment letter sent to them for verification.
- MBSYEP participants will be required to sign in and out on the time/roster sheet each day.
- A MBSYEP worksite orientation will be conducted for all youth participants by the MBSYEP Host Site.

Worksite Orientation should include the following:

- During the orientation, participants will be informed of all applicable worksite policies and procedures.
- Participants will be advised of the scheduled time and duration of lunch breaks in accordance with established guidelines.
- Each participant must provide at least two emergency contact people to be notified in the event of lateness or absence.
- MBSYEP Host Site Staff will provide safety procedures, including steps to follow in the event of an accident, and will be reviewed with all participants.
- MBSYEP participants will be informed of appropriate attire required for the workplace.
- MBSYEP Host Site Staff will provide a clear explanation of participant duties and responsibilities, including the criteria used to evaluate work performance.
- MBSYEP Host Site Staff will explain the process of signing in and out daily and for signing the timesheet at the end of each week.
- MBSYEP Host Site Staff will review the required work schedule and number of hours that the participant is expected to work.

WHAT TO DO IF YOUTH ARRIVE AT YOUR SITE AND ARE NOT ON YOUR ROSTER?

If youth arrive at your site and are not on your roster, please have them contact our MBSYEP Support Center by calling 202-698-3492 or emailing summerjobs@dc.gov. Notify and follow up with your MBSYEP Program Liaison.

NOTE: Allowing a youth that is not on your roster and approved by DOES to continue working at your worksite will result in your organization being responsible for paying the youth, directly.

TIME, ATTENDANCE, AND PAYROLL

All MBSYEP participants will be compensated for time worked up to the maximum allowable hours. **Friday, July 3, 2026** is an observed holiday. Youth are not permitted to work or make up work hours and will not receive pay for the holiday. Youth will see a reduction in hours for that week.

Pay Rate and Maximum Work Hours By Age Group

Ages	Pay Rate/Hour	Maximum Hours
14-15 years	\$6.25	20 (16 for the week that includes July 4)
16-21 years	\$9.00	25 (20 for the week that includes July 4)
22-24 years	\$17.95	30 (24 for the week that includes July 4)

OVERVIEW OF TIME AND ATTENDANCE PROCESS

Reporting of Participant Time

In-person participants will record their daily time on a paper timesheet that hosts can print from the MBSYEP website summerjobs.dc.gov.

All supervisors and payroll coordinators will receive an email with a link to the online MBSYEP Time Management System (TMS) and log-in instructions to enter the weekly time information for youth.

Pre-populated timesheets can be found in your host portal under the roster tab. If a youth does not appear on your pre-populated timesheet, they are not assigned to your worksite. Please contact your MBSYEP Program Liaison if you have youth working with you that do not appear on your roster.

- **Daily Time:** All in-person youth must sign in and out daily, and sign their timesheets each week
- **Weekly Time:** Timekeepers are **REQUIRED** to enter **ALL** time into **TMS** weekly by **5:00 pm EVERY Friday**.
- **Time Reminders:** DOES will send timekeepers and primary points of contact (POC) an email every Friday listing youth whose time has not been entered. Log-in information, including passwords, will be emailed directly to all designated timekeepers. Payroll information will be available at summerjobs.dc.gov.

PARTICIPANT TIMESHEET SUBMISSION

DOES requires all worksite timekeepers to scan and email all participant timesheets. The scanned timesheets allow MBSYEP to track hours worked and resolve payroll disputes.

DOES WILL NOT ENTER TIME FOR PARTICIPANTS

The DOES Office of Youth Programs will **NOT approve any payroll resolutions without timesheets confirming what time is owed. ALL timesheets must have both the supervisor and participant signatures to be processed.*

ALL timesheets must be scanned and emailed bi-weekly. Timesheets should be sent to:

Email: mbsyep@dc.gov

Subject: WORKSITE - WEEK ENDING xx-xx-2026

DEBIT CARDS AND DIRECT DEPOSIT

All youth have the option to use direct deposit or a US Bank-issued VISA Debit Card. The US Bank Focus VISA Debit Card will be mailed directly to youth. If a youth has issues with their debit card, have them call US Bank directly at 1-877-474-0010. All youth will receive an earnings statement in their youth portal for each pay period.

Please inform youth participants that they should keep their U.S. Bank pay card from the 2025 MBSYEP.

This card is reloadable and will be used again for future programs, including the 2026 MBSYEP. By holding on to their card, youth can receive their payments more quickly next summer—without delays caused by issuing a new card.

Encourage participants to store their card in a safe place so they are ready for the next opportunity.

2026 Pay Dates:

Pay Period	Pay Date
Pay Period 1 (June 29 - July 3)	Wednesday, July 15
Pay Period 2 (July 6 - July 17)*	Wednesday, July 29
Pay Period 3 (July 20 - July 31)	Wednesday, August 12
Pay Period 4 (August 3 - August 7)	Friday, August 14

**Pay Period 1 includes a holiday. Youth are not permitted to work on Friday, July 3rd and cannot make up the day.*

Payroll Resolution

In the event a participant is paid incorrectly or does not receive pay on the proper day, the participant will first report the issue to the Worksite Supervisor. Supervisors will ensure the hours reported match what was paid to the youth. If participants think they have been paid incorrectly, they should follow these steps:

Step 1: Double check to see if there really is an error.

Participants may believe they have a payroll issue, however, their understanding of pay due might be inaccurate. The following common issues can cause confusion:

1. **Forgetting about Holidays**
 - Participants will not receive pay for observed holidays, such as Saturday, July 4.
2. **Taxes and Withholding**
 - All participants will have taxes withheld from their paychecks, which may affect their take-home pay.
3. **Absent Days and Time Tracking**
 - Participants will only be paid for hours worked. Forgetting to sign in and out or not reporting absences can lead to discrepancies in pay.

4. Pay Schedule and Recent Work Periods

- The pay schedule outlines which weeks are included in each pay period. Please refer to the schedule to understand which weeks of work are reflected in each paycheck.

Step 2: If you discover a discrepancy in hours worked or time recorded, you should do the following:

1. Log into the TMS system at summerjobs.dc.gov and enter a payroll resolution for the missing hours.
2. Enter a detailed description of why the hours were not entered and include the following:
 - Supervisor Name
 - Worksite Name
 - Hours Owed
 - Issue that prevented the time from being entered correctly

Step 3: If the participant does NOT appear on your roster DO NOT enter a payroll resolution into the TMS system. Please complete the following steps:

1. Instruct the participant they are not at the worksite assigned to them by DOES.
2. Assist the participant with logging into their MBSYEP Youth Portal to view their correct worksite assignment.
3. Contact your assigned MBSYEP Program Liaison.
4. Provide the name of the participant and the worksite to which they have been reporting.

Supervisors must report payroll issues in TMS, or by calling their MBSYEP Program Liaison. The online pay resolution website can be used to report instances in which youth have not received timely pay or believe they were paid less than the total hours worked. Once a pay dispute is confirmed by the supervisor, DOES will resolve the pay issue within 48 to 72 hours.

Program Policies and Procedures

When working with youth in a new environment, problems may arise. Below are some issues that may occur on the worksite and general procedures that should be followed to address issues.

ABSENTEEISM

The participant is required to give advance notice of anticipated absences from work, regardless of the reason. If this cannot be done in person, the participant must call or email the supervisor immediately to report the anticipated absence.

The supervisor must notify their Employer/Host Coordinator about absenteeism when:

- Participant is absent more than three consecutive days without communicating with the supervisor about the anticipated absences.

- Worksite Supervisor determines the participant has been absent too frequently or is establishing a pattern of absenteeism. Youth may be terminated for missing three consecutive workdays without notifying the supervisor.

Participants will not be paid for absences. If you would like to schedule youth for makeup hours, you must obtain approval from your Employer/Host Coordinator before scheduling them.

TRANSFERS

All requests to transfer a participant from the assigned worksite must first be communicated to your Employer/Host Coordinator. Supervisors will be required to complete a Transfer Request Form stating the reason for the transfer from the worksite. Your MBSYEP Liaison is available to answer any questions or concerns. Do not dismiss youth or send them to another program or worksite until the transfer process is complete.

MBSYEP staff will transfer participants when the following circumstances apply:

- Safety issue (youth must provide a police report when applicable)
- Health concerns (youth must provide a written doctor's statement supporting their transfer request)
- Worksite closure
- Other approved extenuating circumstances

TERMINATION

Worksite Supervisors may request that a participant be terminated from the assigned worksite; however, they must ensure that all incidents leading to termination are documented and submitted to MBSYEP staff and the Employer/Host Coordinator.

If the Employer/Host Coordinator feels termination is appropriate, then they must make an official request to the MBSYEP Liaison by completing a Termination Request Form. MBSYEP staff will email an official termination notice to the participant.

In the event of a termination for violent or illegal behavior, the youth must be dismissed from the worksite. The DOES Office of Youth Programs conducts the official dismissal.

If a participant believes the termination was wrongful, the participant may contact the MBSYEP office at 202-698-3492 to schedule an appointment with a representative.

Participants may face termination from the worksite for any of the following reasons:

- **Drugs:** Possession, sale, or use of illegal drugs, including marijuana or alcohol while on the job – this could lead to legal action
- **Excessive Absenteeism:** Failure to report to work on three consecutive workdays without prior approval
- **Disruptive Behavior:** Fighting, physical, verbal, cyber assaults/cyber bullying, or any act that endangers the well-being of coworkers – this could lead to legal action
- **Theft:** Stealing property from the worksite, employees, or other participants – this could lead to legal action
- **Falsifying Documents:** Falsifying your time records or those of other youth employees; signing another participant's time record; attempting to pick-up or use another participant's debit card or personal identification number (PIN)
- **Insubordination:** Refusal to adhere to MBSYEP or the worksite rules and regulations
- **Harassment:** Verbal, sexual, or physical – this could lead to legal action

ACCIDENTS

If an accident occurs on or near the worksite, you must follow the procedures listed below:

1. Call 911 for medical emergencies
2. Notify participant(s) parent or guardian
3. Call the MBSYEP Support Center at 202-698-3492 (report the call as an emergency for escalation)
4. Complete an incident report and forward a copy to the MBSYEP Liaison
5. If applicable, report any accident to your insurance provider.

DO NOT SEND AN INJURED PARTICIPANT HOME WITHOUT MEDICAL ATTENTION.

MBSYEP Incident Report: Required Information Narrative

To ensure the safety and well-being of all participants in MBSYEP, host sites are required to report any incidents involving youth, staff, or others in a timely and thorough manner. This includes, but is not limited to, accidents, injuries, behavioral concerns, or any unusual or unexpected occurrences that may impact the safety, security, or overall experience of program participants. Incident reports must include the following five key sections:

1. Basic Information

- Date and time of the incident
- Location of the incident (site name and address)
- Name(s) of individual(s) involved (youth, staff, or others)
- Age of youth participant(s) (if applicable)
- Supervisor or site contact at the time of the incident

2. Type of Incident

- Safety concern or injury
- Behavioral issue
- Policy violation (e.g., prohibited job duties, family member conflict)
- Harassment or discrimination
- Transportation or travel issue
- Other (with explanation)

3. Detailed Description

- Clear, factual summary of what occurred.
- Sequence of events leading up to the incident.
- Actions taken during and immediately after the incident.
- Names and roles of any witnesses.

4. Immediate Response (if applicable)

- First aid or emergency services provided.
- Youth removed from site or reassigned.
- Parent/guardian or emergency contact notified.
- MBSYEP staff contacted (include name and time)

5. Follow-Up Actions

- Corrective measures taken by the host site.
- Additional training or supervision implemented.
- Request for MBSYEP review or support
- Recommendation for site monitoring or closure (if applicable)

GRIEVANCE

MBSYEP participants are protected from discrimination on the job, including sexual harassment, gender identity and expression discrimination, other forms of harassment, and hostile work environment.

MBSYEP provides a process by which the complaints or grievances of participants will be impartially aired and addressed. MBSYEP participants are protected by the D.C. Human Rights Act of 1977.

Participants who believe that they have been exposed to discrimination or that they have been unfairly treated should follow the procedures outlined below:

1. Discuss the issue with the Worksite Supervisor or Employer/Host Coordinator
2. Prepare a written statement that describes the alleged incident
3. If the issue is not resolved or involves the Worksite Supervisor, contact the MBSYEP Support Center at 202-698-3492
4. Program Liaison and MBSYEP Monitor will work to resolve the grievance

LUNCH BREAK

Participants are required to take one 30-minute, unpaid lunch break. It is the responsibility of the Worksite Supervisor to implement a break policy for their worksite. The policy should be communicated to all participants during their orientation session on the first day of work.

For example, a 14-year-old could work from 9:00 am until 1:30 pm and would be paid for four hours of work.

INCLEMENT WEATHER

The worksite supervisor is required to monitor weather reports from qualified sources (e.g., newspaper, The Worksite Supervisor is required to monitor weather reports from qualified sources (e.g., newspaper, radio, television news or weather service). When outdoor temperatures are 95 degrees Fahrenheit or higher, the Worksite Supervisor is required to make special allowances for MBSYEP participants working outdoors (youth working outdoors must be allotted 10 minutes per work hour for a rest period in a shaded area with an adequate supply of water). The participant will be compensated for the time. It should not be reflected on the timesheet or in the time keeping system.

If the District of Columbia is experiencing a Code Red Day, as determined by the appropriate authorities, outdoor work and activities must be canceled. If there are no suitable indoor work activities, consult with your supervisor for further instructions. If youth do not report to work on a Code Red day and activities are subsequently canceled, they will not be compensated for the day.

CHILD LABOR LAWS

All worksites must comply with applicable US Department of Labor (DOL) Child Labor Laws. For more information regarding Child Labor Laws, please visit youthrules.gov.

LEARNING OBJECTIVES

SECTION II: BUILDING A HIGH-QUALITY AND ENRICHING SUMMER YOUTH EXPERIENCE

Overview

The comprehensive guide is designed to support our partners in creating a transformative summer experience for District of Columbia youth. Our goal is to equip worksites with the tools and expertise needed to produce work-ready young people. The success of MBSYEP hinges on the ability of our staff to:

- Build strong relationships with youth and understand their unique needs
- Design engaging activities that foster growth and development
- Address behavioral challenges and conflicts effectively
- Communicate effectively with youth, parents, and stakeholders
- Articulate the mission, goals, and policies of MBSYEP with clarity and passion

Learning Objectives

MBSYEP is built around six essential learning objectives, designed to empower participants to succeed:

- **Preparation Skills:** Developing the skills and habits necessary for success
- **Presentation Skills:** Confidently presenting oneself and ideas
- **Communication Skills:** Effective verbal and non-verbal communication
- **Knowing How to Set Yourself Apart:** Identifying and showcasing unique strengths and talents
- **Interviewing Skills:** Mastering the art of interviewing and job readiness
- **Goal Setting Skills:** Setting and achieving personal and professional goals

Guide Overview

The flexible and adaptable guide is designed to support the diverse needs and goals of our participants. With the provided lesson plans and ongoing support from the Office of Youth Programs, you will be able to challenge and inspire your students to reach their full potential. Ultimately, our goal is to develop work-ready youth who possess the skills, confidence, and passion to secure high-quality and sustainable employment and succeed in their chosen careers.

LEARNING OBJECTIVE 1: PREPARATION

WHY IS PREPARATION IMPORTANT?

When talking to youth about preparation, ask them: “How do you prepare for your day, life, purpose, or success? Do you prepare or do you just ‘go with the flow?’” We must teach youth and reinforce the importance of planning to achieve their wants, hopes, desires, and dreams to PREPARE themselves to attract their goals.

Let’s look at examples of preparation:

- The activity of putting or setting in order in advance some act or purpose – *“She starts her day with a daily routine that is structured and disciplined.”*
- Formulation: a substance prepared according to a formula – *“The internet marketer created a system to help give his business leverage.”*
- Planning: the cognitive process of thinking about what you will do in the event of something happening or a planned event – *“Future financial planning helped them feel hopeful and at peace instead of hopeless.”*
- Readiness: the state of having been made ready or prepared for use or action – *“Now that the business foundation and training are complete, we can start marketing.”*
- Training: activity leading to skilled behavior. *“Hard work and dedication have led to career success.”*

If we look at the first words in each example of preparation, we notice a consistent theme: “activity,” “formulation,” “planning,” “readiness,” and “training” are all **ACTION WORDS**.

It is important to stress to youth that before they take action to get the results they desire, there must be pre-action. Pre-action is preparation,

For example, shower the night before, have clothes ironed and a bag set by the door is preparation for the next day. These are basic elements of success that are commonly overlooked. To reach full potential, one must fully understand the importance of preparation and making it a habit.

Ask youth if they ever woke up, took a shower, but skipped breakfast and rushed to school? They may have felt tired, hungry, and it showed in their school performance.

The action of preparation is critical to success. It helps them achieve the results they want much faster, rather than simply “going with the flow.”

LEARNING OBJECTIVE 2: PRESENTATION

WHY IS PERSONAL PRESENTATION IMPORTANT?

Making a good first impression is important for building relationships with other people. In the business world, a positive first impression is crucial for creating profitable, sustainable, and long-term working relationships. It is important to inform youth of the proper ways to present themselves in the workplace and reinforce these lessons by showing them daily the proper steps to becoming successful.

It takes just a quick glance for someone to evaluate them when meeting for the first time. In this short time, the other person forms an opinion based on appearance, body language, demeanor, mannerisms, and manner of dress.

With every new encounter, we evaluate the individual and yet another impression is formed. These first impressions can be nearly impossible to reverse or undo, making those first encounters extremely important, as they set the tone for all the relationships that follow.

So, whether they are in your career or social life, it is important to know how to create a good first impression. These lessons will help you teach youth the importance of having good personal presentation.

LEARNING OBJECTIVE 3: EFFECTIVE COMMUNICATION

WHY IS EFFECTIVE COMMUNICATION IMPORTANT?

There are many reasons why effective communication is important, but they all point to one primary reason: communicating effectively allows people to lead more satisfying lives. We know that communicating with youth is not always the easiest thing to do; the minds of adults and youth are often worlds apart.

WHY IS DEVELOPING COMMUNICATION SKILLS IN YOUTH IMPORTANT?

Developing communication skills allows youth to understand and express their feelings, as well as clearly explain what they need in a particular situation. Improving communication skills allows youth to develop a better understanding of themselves and their relationships with others. For youth, the social piece of communication is more important than the message being communicated. Some specific examples of communication include:

- Problem solving
- Conflict resolution and negotiation
- Socializing
- Exchange of information

Effective communication helps to avoid misunderstandings at work.

If youth can avoid misunderstandings, they will know what others are asking or telling them.

Often youth have a hard time expressing themselves and putting things into words. If they can understand what others are saying, they will not come to the wrong conclusions or take the wrong actions about what is heard. Hear them out! Most times, what may seem like “attitude” is confusion. Communicating clearly the first time will lead to fewer unnecessary mistakes.

Effective communication helps youth express what they mean.

When youth express their needs, desires, and opinions, their chances of getting what they want increases. Since youth are sometimes unclear on what they need and their opinions change often, it is important to teach them the benefits of being able to clearly express themselves.

LEARNING OBJECTIVE 4: SETTING YOURSELF APART

WHY IS SETTING YOURSELF APART IMPORTANT?

What does “setting yourself apart” mean? It is the process of developing a “mark” that is created around where you see yourself headed. Youth often view setting themselves apart as having flashy clothes or funky hair styles. While this does set them apart, it can be for all the wrong reasons. We want youth to learn that setting yourself apart can be used to express and communicate skills, personality, and values to give them an advantage in the competitive workforce.

Setting yourself apart is the way you market yourself to the world. Your personal brand is what other people think of you. It is important to teach youth that as others interact with them, they’ll automatically form mental assumptions that connect with certain labels, often within the first few seconds. You cannot avoid being labeled. It happens automatically because our brains are wired to recognize patterns and form associations. The labels people attach to you become part of their first impression of you.

When thinking of ways to help youth reflect on what they feel makes them unique, ask the following questions:

1. What are the three things that make you memorable?
2. What do people always compliment you on?
3. What are you passionate about of which you never tire of talking?
4. What have been your unique experiences?

Once they have found what makes them unique, work on having them incorporate it into their work. This includes through their writing, in the way they describe themselves, in the way they communicate with others, and, ultimately through the work they produce.

Setting yourself apart starts with setting goals, writing down a mission, vision, and personal statement, as well as creating a plan on how you plan to make these things happen.

YOUR OUTWARD EXPRESSION = HOW PEOPLE MAY PERCEIVE YOU

LEARNING OBJECTIVE 5: INTERVIEWING

WHY KNOWING HOW TO INTERVIEW WELL IS IMPORTANT?

The youth made it through the door with a great application and the next step is the interview. Whether it is their first interview or if they have been through the interview process ten times or more, the importance of a good interview remains the same.

The interview is one of the most important aspects of the job search process. It gives both the job seeker and the employer an opportunity to exchange information to determine whether the individual being interviewed is a good match for the position and the company.

It is not safe to assume that everyone knows how to interview even if they have done it before. Many youths become nervous during an interview and may appear to be withdrawn, which may translate into lacking self-confidence or interest and enthusiasm for the position.

Since a job interview is a systematic, purposeful conversation, the main goal for the job seeker is to show the employer that they have the skills, background, and ability to do the job and that they can successfully fit into the company and its culture. It is also their opportunity to gather information about the job, the company, and future career opportunities to determine whether the job and the company are a good fit.

Knowing how to interview does not always come naturally, especially for a young adult who has never had a job or ever been required to interview. New job seekers are generally out of touch with what interviewers are looking for and are not sure how to answer interview questions. Some job seekers do not know how to dress for an interview. Unfortunately, many others do not realize they need interview help until several interviews have passed and there are no offers.

From exploring different interview formats to providing valuable strategies and tips, you will be able to teach youth the best ways to prepare for interviews.

LEARNING OBJECTIVE 6: GOAL SETTING

WHY IS SETTING GOALS IMPORTANT?

To succeed in any area of your life, be it professionally or personally, one must start with a goal. The ability to set goals and achieve them provides a sense of direction and goal setting that is the first step to becoming successful. People say that one must work hard to get where they want to be in life. Well, that is true, but one cannot get to where they want, if they do not know where they are going.

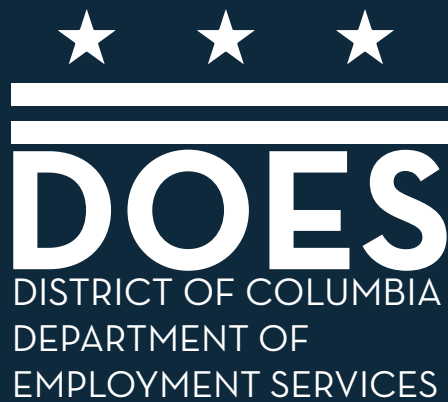
We see this every day. We work with youth that know where they want to go in life or what they aspire to be, but they have no clear plan or path to get there. Setting goals is important because it gives youth and their efforts more focus. What do you want to do? Why do you want to do it? What will it mean to you? How will it make you feel? How will you get there? What steps do you need to take to achieve your goal?

Goals enable us to be in control of the direction of our life and they allow the things that are happening (or going to happen) around us to be self-directed or positive, rather than random or negative. Setting goals has a way of helping us stay focused and it then becomes easier for us to maintain the motivation required to achieve a goal.

By taking the time to show youth how to set goals, their priorities and personal desires are defined. The goal-setting process will require them to consider their lives and what is most important. It can provide meaning when life seems fruitless; it fuels dreams and ideas. When setting goals, one must take into consideration other people and how they might be affected, how the goal will be achieved, and what resources are available to make it happen.

Teaching youth to set goals will help them to become more confident. Working toward goals will raise their self-esteem and self-respect. As youth begin to move toward accomplishing their set goals, you will see how they develop a tremendous feeling of personal pride and accomplishment.

HAVE A GREAT SUMMER!



OFFICE OF YOUTH PROGRAMS

Mayor Marion S. Barry Summer Youth Employment Program

4058 Minnesota Avenue NE, Second Floor Washington, DC 20019

202-698-3492 (office) | does.dc.gov | summerjobs.dc.gov