MBSYEP 2022
Mayor Marion S. Barry Summer Youth Employment Program

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF EMPLOYMENT SERVICES
OFFICE OF YOUTH PROGRAMS

2022 HOST EMPLOYER AGREEMENT

GOVERNMENT OF THE DISTRICT OF COLUMBIA
MURIEL BOWSER, MAYOR

DEPARTMENT OF EMPLOYMENT SERVICES
DR. UNIQUE MORRIS-HUGHES, DIRECTOR

Office of Youth Programs - 4058 Minnesota Ave, NE - Washington, DC 20019 - 202.698.3492
2022 Mayor Marion S. Barry Summer Youth Employment Program

Program Dates:
June 27, 2022 to August 5, 2022

General Information

Enclosed is the information you provided through the online MBSYEP 2022 Host Employer application. Please review this information for accuracy and make any needed changes within the online employer application before submitting your completed application.

How to Submit Applications

Once you have reviewed your application and agree to the terms, please make sure that you confirm by clicking the checkbox in your online MBSYEP Host Employer Portal. You will be asked to confirm your name and email address at the time of submission.

ALL APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS (5:00 PM) ON MONDAY, MARCH 23RD AND ARE SUBJECT TO APPROVAL BY DOES. YOU WILL BE NOTIFIED VIA E-MAIL REGARDING YOUR APPLICATION STATUS PRIOR TO THE START OF THE PROGRAM.

For additional program information, needs or requests, please visit www.summerjobs.dc.gov

Employer Information

Name of Agency/Organization: D.C. Department of Employment Services (DOES)

Mailing Address: Virtual Only
City:   State: District of Columbia  Zip Code: 20019

Type of Organization: Local Agency
Worksite Description: Department of Employment Services: Office of Youth Programs  Facility Type: Office
Virtual Only
Washington, District of Columbia  20019

Phone: (202) 698-3991   Ext:
Alt. Phone:   Ext:

Worksite Description: Brandon Todds Office- Ward 4  Facility Type: Office
1350 Pennsylvania Avenue, Suite 105 NW
Washington, District of Columbia  20004

Phone: (202) 724-8106   Ext:
Alt. Phone:   Ext:

Worksite Description: OAS -Office of Admin Services  Facility Type: Office
4058 Minnesota Ave
Washington, District of Columbia  20019

Phone: (202) 698-7520   Ext:
Alt. Phone:   Ext:

Worksite Description: Wage & Hour  Facility Type: Office
4058 Minnesota ave
Washington, District of Columbia  20019

Phone: (202) 698-5612   Ext:
Alt. Phone:   Ext:

Worksite Description: First Source  Facility Type: Office
4058 Minnesota ave
Washington, District of Columbia  20019

Phone: (202) 698-6512   Ext:
Alt. Phone:   Ext:
According to the District of Columbia official code - Division I, Title 4, Chapter 15 - all adult individuals who are designated as supervisors and will be providing direct supervision to youth who are under the age of 18 years old must have a valid criminal background investigation clearance dated within the last two (2) years. See Attachment A for more information. Additionally, all supervisors will be required to participate in a mandatory training session.

Employee Name: Nelson, Shirley
Email: shirley.nelson@dc.gov
Phone: (202) 923-7026  Ext.:  Fax:
Alt. Phone:  Ext.:

Employee Name: Jobs, Summer
Email: summerjobs@dc.gov
Phone: (202) 698-3492  Ext.:  Fax:
Alt. Phone:  Ext.:

Employee Name: Harris, Gregory
Email: Gregory.Harris@dc.gov
Phone: (202) 422-9467  Ext.:  Fax:
Alt. Phone:  Ext.:

Employee Name: Russell, Terita
Email: Terita.Russell@dc.gov
Phone: (202) 847-8985  Ext.:  Fax: (202) 698-5693
Alt. Phone: (202) 741-5874  Ext.:

Employee Name: Moore, Samuel
Email: Samuel.Moore@dc.gov
Phone: (202) 294-7622  Ext.:  Fax:
Alt. Phone:  Ext.:

Employee Name: Johnson, Billie
Email: Billie.Johnson@dc.gov
Phone: (202) 698-4794  Ext.:  Fax:
Alt. Phone:  Ext.:
Employee Name: Smith, Marva  
Email: Marva.Smith@dc.gov  
Phone: (202) 472-9376  
Ext.:  
Fax:  
Alt. Phone:  
Ext.:  

Employee Name: Green, Jacobi  
Email: Jacobi.Green@dc.gov  
Phone: (202) 810-1197  
Ext.:  
Fax:  
Alt. Phone:  
Ext.:  

Employee Name: Goings, Ricky  
Email: robert.goings@dc.gov  
Phone: (202) 698-6297  
Ext.:  
Fax:  
Alt. Phone:  
Ext.:  

Employee Name: Goins, Nishelle  
Email: Nishelle.Goins@dc.gov  
Phone: (202) 553-8504  
Ext.:  
Fax:  
Alt. Phone:  
Ext.:  

Employee Name: Williams, Ayana  
Email: Ayana.Williams@dc.gov  
Phone: (202) 698-6019  
Ext.:  
Fax:  
Alt. Phone:  
Ext.:  

Employee Name: McMurray, Nicole  
Email: Nicole.McMurray@dc.gov  
Phone: (202) 423-5822  
Ext.:  
Fax:  
Alt. Phone:  
Ext.:  

Employee Name: Whittier, Makeda  
Email: Makeda.Whittier@dc.gov  
Phone: (202) 423-3837  
Ext.:  
Fax:  
Alt. Phone:  
Ext.:  

Employee Name: Jules, Shadon  
Email: Shadon.Jules@dc.gov  
Phone: (202) 306-6030  
Ext.:  
Fax:  
Alt. Phone:  
Ext.:  
Employee Name: Oriowo, Yetty
Email: yetunde.oriowo@dc.gov
Phone: (202) 422-8117  Ext.:  Fax:  
Alt. Phone:  Ext.:  

Employee Name: Crawford, Nina
Email: Nina.Crawford@dc.gov
Phone: (202) 306-9009  Ext.:  Fax:  
Alt. Phone:  Ext.:  

Employee Name: Gunthrope, Terrance
Email: Terrance.Gunthrope@dc.gov
Phone: (301) 806-4871  Ext.:  Fax:  
Alt. Phone:  Ext.:  

Employee Name: Balogun, Oluwafunke
Email: Oluwafunke.Balogun@dc.gov
Phone: (202) 306-1642  Ext.:  Fax:  
Alt. Phone:  Ext.:  

Employee Name: Savoy, Chynna
Email: chynna.savoy@dc.gov
Phone: (202) 306-4870  Ext.:  Fax:  
Alt. Phone:  Ext.:  

Employee Name: Jefferies, Adrian
Email: adrian.jefferies@dc.gov
Phone: (202) 923-8320  Ext.:  Fax:  
Alt. Phone:  Ext.:  

Employee Name: Murphy, Lajuan
Email: Lajuan.Murphy2@dc.gov
Phone: (202) 306-5174  Ext.:  Fax:  
Alt. Phone:  Ext.:  

Employee Name: Boyd, Jasmine
Email: Jasmine.Boyd@dc.gov
Phone: (202) 270-1990  Ext.:  Fax:  
Alt. Phone:  Ext.:  
Employee Name: Robinson, Kayla

Email: Kayla.Robinson@dc.gov
Phone: (202) 923-7516      Ext.:       Fax:
Alt. Phone:             Ext.:       

Employee Name: Deloatch, Myra

Email: Myra.Deloatch@dc.gov
Phone: (202) 923-7516     Ext.:       Fax:
Alt. Phone:             Ext.:       

Employee Name: Hobson-Powell, Ty

Email: ty.hobson-powell@dc.gov
Phone: (202) 255-4367     Ext.:       Fax:
Alt. Phone:             Ext.:       

Employee Name: Watts, Michael

Email: michael.watts@dc.gov
Phone: (202) 698-5612     Ext.:       Fax:
Alt. Phone:             Ext.:       

Employee Name: Price, Sheree

Email: sheree.price@dc.gov
Phone: (202) 698-6215     Ext.:       Fax:
Alt. Phone:             Ext.:       
Job Title: DUE TO CONDUCT UNBECOMING YOU ARE TERMINATED FROM THE 2021 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM  
Worksite Description: Department of Employment Services: Office of Youth Programs  
Job Description: Thank you for your participation in the 2021 Mayor Marion S Barry Summer Youth Employment Program.  

DUE TO CONDUCT UNBECOMING YOU ARE TERMINATED FROM THE 2021 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM.

Please feel free to email summerjobs@dc.gov or contact us directly at 202-698-3492 for further information.

Start Date: 06/27/2022    Start Time: 8:30 AM    End Date: 08/05/2022    End Time: 2:30 PM  
Total Slots: 100   Age Range: 14-15 (not to exceed 20 hours per week)

Job Title: DUE TO CONDUCT UNBECOMING YOU ARE TERMINATED FROM THE 2021 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM  
Worksite Description: Department of Employment Services: Office of Youth Programs  
Job Description: Thank you for your participation in the 2021 Mayor Marion S Barry Summer Youth Employment Program.  

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Start Date: 06/27/2022    Start Time: 9:00 AM    End Date: 08/05/2022    End Time: 5:00 PM  
Total Slots: 100   Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: DUE TO NEVER REPORTING TO WORK, YOU HAVE BEEN TERMINATED FROM THE 2021 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM  
Worksite Description: Department of Employment Services: Office of Youth Programs  
Job Description: Thank you for your participation in the 2021 Mayor Marion S Barry Summer Youth Employment Program.  

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Start Date: 06/27/2022    Start Time: 8:30 AM    End Date: 08/05/2022    End Time: 5:00 PM  
Total Slots: 50   Age Range: 16-21 (not to exceed 25 hours per week)
Job Title: PROGRAM MONITOR ASSISTANT (22-24)  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: The Program Monitor Assistant for the Office of Youth Programs will assist with monitoring all of the 2017 Mayor Marion S Barry Summer Youth Employment sites.

Program Monitors are responsible for making sure all MBSYEP work sites and programs are compliant with host agreements as well as federal and local laws. The goal is to monitor all sites to ensure that every participant is provided with an enriching and constructive summer work experience. All monitors must be able to work the entire 6 weeks of the program, a week-long paid training, and a final evaluation session. Travel is required.

Other duties include: collection and distribution of forms between work sites and DOES Headquarters; provision of technical assistance; monitoring of worksites for activities and enrichment; monitoring of time and attendance for participants; facilitation of communication between work sites and DOES Headquarters.

Please feel free to contact Adrian Jefferies via email at Adrian.jefferies@dc.gov or by phone at 202-698-5397 for further information.

Start Date: 06/27/2022  Start Time: 8:30 AM  End Date: 08/05/2022  End Time: 5:00 PM
Total Slots: 0  Age Range: 22-24 (not to exceed 30 hours per week)

Job Title: PENDING PLACEMENT (ALL STEPS COMPLETE 14-15) - DNR  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This is an important update regarding your 2019 Mayor Marion S Barry Summer Youth Employment Program job placement!!

The site that you were originally placed has closed! We are currently working to resolve this matter and to solidify your placement.

You do not have to report tomorrow and you will be compensated for this time.

Please check your portal continuously for your most up-to-date site placement.

You can check your portal by clicking here! Should you have any questions please contact our support center at summerjobs@dc.gov

All the best,
Summer Jobs Team
W: www.summerjobs.dc.gov  T: @MBSYEP

Start Date: 06/27/2022  Start Time: 10:30 AM  End Date: 08/05/2022  End Time: 2:30 PM
Total Slots: 2,000  Age Range: 14-15 (not to exceed 20 hours per week)

Job Title: MBSYEP LIAISON ASSISTANT - 18-21  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: Youth will report to the Office of Youth Programs to assist the liaison with day to day activities to include but not be limited to telephone inquiries, escorts, email response and other duties as assigned.

Start Date: 06/27/2022  Start Time: 8:30 AM  End Date: 08/05/2022  End Time: 5:00 PM
Total Slots: 0  Age Range: 18-21 (not to exceed 25 hours per week)
Job Title: MBSYEP Liaison Assistant  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: Liaison Assistants will work very closely with the Host Liaisons within the Office of Youth Programs. This position is characterized by the performance of a variety of administrative and office support duties. Positions require knowledge of organizational and departmental policies and procedures in order to communicate information involving programs, functions, and services. Duties performed may include preparation of documents and reports, the use of office technology, compiling records, organizing and maintaining files, posting information, greeting/referring/assisting others, mail distribution, and photocopying. The range of duties includes, but is not limited to, collecting and verifying data, summarizing and reconciling information, records management, review and processing and research. Communicates with both internal and external personnel as required. Must have excellent oral and written communication skills, be detailed orientated, and have the ability to multi-task.

Start Date: 06/27/2022  Start Time: 9:00 AM  End Date: 08/05/2022  End Time: 1:00 PM
Total Slots: 5  Age Range: 22-24 (not to exceed 30 hours per week)

Job Title: DUE TO CONDUCT UNBECOMING YOU ARE TERMINATED FROM THE 2020 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: Thank you for your participation in the 2020 Mayor Marion S Barry Summer Youth Employment Program.

DUE TO CONDUCT UNBECOMING YOU ARE TERMINATED FROM THE 2020 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM.

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Start Date: 06/27/2022  Start Time: 9:00 AM  End Date: 08/05/2022  End Time: 2:30 PM
Total Slots: 100  Age Range: 22-24 (not to exceed 30 hours per week)

Job Title: DUE TO NEVER REPORTING TO WORK, YOU HAVE BEEN TERMINATED FROM THE 2020 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: Thank you for your participation in the 2020 Marion S Barry Summer Youth Employment Program.

DUE TO NEVER REPORTING TO WORK, YOU HAVE BEEN TERMINATED FROM THE 2020 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM.

Please feel free to email summerjobs@dc.gov or contact us directly at 202-698-3492 for further information.

Start Date: 06/27/2022  Start Time: 8:30 AM  End Date: 08/05/2022  End Time: 2:00 PM
Total Slots: 50  Age Range: 14-15 (not to exceed 20 hours per week)
Job Title: PROGRAM MONITOR ASSISTANT (18 TO 21)  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: The Program Monitor Assistant for the Office of Youth Programs will assist with monitoring all of the 2017 Mayor Marion S Barry Summer Youth Employment sites.

Program Monitors are responsible for making sure all MBSYEP work sites and programs are compliant with host agreements as well as federal and local laws. The goal is to monitor all sites to ensure that every participant is provided with an enriching and constructive summer work experience. All monitors must be able to work the entire 6 weeks of the program, a week-long paid training, and a final evaluation session. Travel is required.

Other duties include: collection and distribution of forms between work sites and DOES Headquarters; provision of technical assistance; monitoring of worksites for activities and enrichment; monitoring of time and attendance for participants; facilitation of communication between work sites and DOES Headquarters.

Please feel free to contact Adrian Jefferies via email at Adrian.jefferies@dc.gov or by phone at 202-698-5397 for further information.

Start Date: 06/27/2022  Start Time: 11:00 AM  End Date: 08/05/2022  End Time: 4:00 PM
Total Slots: 25  Age Range: 18-21 (not to exceed 25 hours per week)

Job Title: ADMINISTRATIVE LIAISON ASSISTANT  -  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: Youth Outreach Assistant
Youth Outreach assistants are responsible for assisting with the planning, coordinating and implementing youth development programs that focus on Out-of-School youth between ages 16-24 that are District resident youth. Responsible for Continued knowledge of community recreational activities, businesses, programs, and events. Maintain clear communication with the Lead Outreach Coordinator, staff and customers.

Administrative/Intake Assistant
Administrative/Intake Assistants are responsible for providing wrap around services to Out-of-School youth between ages 16-24 that are District resident youth. Demonstrates duties such as Filing, making copies, and answering incoming and outgoing phone calls, greet customers and escort youth and customers to designated areas. Provide overall administrative assistance as needed to the Out-of-School Program Intake team.

Please contact Ashley Williams at 202-671-2768 if you have any additional questions or concerns.

Start Date: 06/27/2022  Start Time: 9:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 4  Age Range: 22-24 (not to exceed 30 hours per week)

Job Title: STREET TEAM  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: The Communications and Media team will assist with creating marketing. The team will also edit works with an in-house designer on design and production-related matters (print orders, proofs, corrections, final approvals, mailing list, etc.). The team will also assist with advertising ideas and social copies.

Visiting the fellow worksites to connect with the youth to capture their past and current experiences.

Start Date: 06/27/2022  Start Time: 8:30 AM  End Date: 08/05/2022  End Time: 5:00 PM
Total Slots: 10  Age Range: 18-21 (not to exceed 25 hours per week)
Job Title: PROGRAM LIAISON LEAD ASSISTANT-OYP  
Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: The Program Liaison Lead Assistant will work very closely with the Host Liaisons within the Office of Youth Programs.

This position is characterized by the performance of a variety of administrative and office support duties. Positions require knowledge of organizational and departmental policies and procedures in order to communicate information involving programs, functions, and services. Duties performed may include preparation of documents and reports, the use of office technology, compiling records, organizing and maintaining files, posting information, greeting/referring/assisting others, mail distribution, and photocopying. The range of duties includes, but is not limited to, collecting and verifying data, summarizing and reconciling information, records management, review and processing and research. Communicates with both internal and external personnel as required. Must have excellent oral and written communication skills, be detail orientated, and have the ability to multi-task.

Please feel free to contact your assigned Liaison directly via email or by phone at 202-698-3492 for further information.

Start Date: 06/27/2022  
Start Time: 9:00 AM  
End Date: 08/05/2022  
End Time: 3:00 PM

Total Slots: 10  
Age Range: 22-24 (not to exceed 30 hours per week)

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Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY MW  
Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development.

Start Date: 06/27/2022  
Start Time: 10:00 AM  
End Date: 08/05/2022  
End Time: 3:00 PM

Total Slots: 71  
Age Range: 16-21 (not to exceed 25 hours per week)

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Job Title: PENDING PLACEMENT (ALL STEPS COMPLETE 16-21) - DNR  
Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This is an important update regarding your 2019 Mayor Marion S Barry Summer Youth Employment Program job placement!!

The site that you were originally placed has closed! We are currently working to resolve this matter and to solidify your placement.

You do not have to report tomorrow and you will be compensated for this time.

Please check your portal continuously for your most up-to-date site placement.

You can check your portal by clicking here! Should you have any questions please contact our support center at summerjobs@dc.gov

All the best,
Summer Jobs Team
W: www.summerjobs.dc.gov  T: @MBSYEP

Start Date: 06/27/2022  
Start Time: 10:30 AM  
End Date: 08/05/2022  
End Time: 2:30 PM

Total Slots: 2,000  
Age Range: 16-21 (not to exceed 25 hours per week)
**Job Title:** PENDING PLACEMENT (ALL STEPS COMPLETE 22-24DNR  
**Worksite Description:** Department of Employment Services: Office of Youth Programs  
**Job Description:** This is an important update regarding your 2019 Mayor Marion S Barry Summer Youth Employment Program job placement!!  

The site that you were originally placed has closed! We are currently working to resolve this matter and to solidify your placement.

You do not have to report tomorrow and you will be compensated for this time.

Please check your portal continuously for your most up-to-date site placement.

You can check your portal by clicking here! Should you have any questions please contact our support center at summerjobs@dc.gov

All the best,
Summer Jobs Team
W: www.summerjobs.dc.gov  ¦  T: @MBSYEP

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**Start Date:** 06/27/2022  
**Start Time:** 8:00 AM  
**End Date:** 08/05/2022  
**End Time:** 2:00 PM  
**Total Slots:** 1,000  
**Age Range:** 22-24 (not to exceed 30 hours per week)

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**Job Title:** PENDING PLACEMENT MEDICAL  
**Worksite Description:** Department of Employment Services: Office of Youth Programs  
**Job Description:** Thank you for contacting the Office of Youth Programs.

We have received your request for a medical transfer. We are currently in the process of locating you a new work site. You do NOT need to report to work until this placement has been changed in your Youth Portal.

For more information please contact Mrs. Shirley Nelson at shirley.nelson@dc.gov or contact us directly at 202-698-3492 for further information.

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**Start Date:** 06/27/2022  
**Start Time:** 12:00 PM  
**End Date:** 08/05/2022  
**End Time:** 1:00 PM  
**Total Slots:** 0  
**Age Range:** 16-21 (not to exceed 25 hours per week)

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**Job Title:** DUE TO SUMMER SCHOOL OBLIGATIONS, YOU ARE UNABLE TO PARTICIPATE IN THE 2020 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM  
**Worksite Description:** Department of Employment Services: Office of Youth Programs  
**Job Description:** Thank you for your participation in the 2020 Marion S Barry Summer Youth Employment Program.

DUE TO SUMMER SCHOOL OBLIGATIONS, YOU ARE UNABLE TO PARTICIPATE IN THE 2020 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM.

Unfortunately your credit recovery schedule directly conflicts with your SYEP schedule, so you are unable to work and attend school at the same time.

Please feel free to email summerjobs@dc.gov or contact us directly at 202-698-3492 for further information.

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**Start Date:** 06/27/2022  
**Start Time:** 9:00 AM  
**End Date:** 08/05/2022  
**End Time:** 1:00 PM  
**Total Slots:** 50  
**Age Range:** 14-15 (not to exceed 20 hours per week)
Job Title: DUE TO CONDUCT UNBECOMING YOU ARE TERMINATED FROM THE 2020 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM  
Worksite Description: Department of Employment Services: Office of Youth Programs  
Job Description: Thank you for your participation in the 2020 Mayor Marion S. Barry Summer Youth Employment Program.

DUE TO CONDUCT UNBECOMING YOU ARE TERMINATED FROM THE 2020 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM.

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Start Date: 06/27/2022  Start Time: 8:30 AM  End Date: 08/05/2022  End Time: 4:30 PM  
Total Slots: 0  Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY  
Worksite Description: Department of Employment Services: Office of Youth Programs  
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM  
Total Slots: 100  Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: DUE TO SUMMER SCHOOL OBLIGATIONS, YOU ARE UNABLE TO PARTICIPATE IN THE 2020 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM  
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Job Description: Thank you for your participation in the 2020 Mayor Marion S Barry Summer Youth Employment Program.

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Total Slots: 50  Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: DUE TO NEVER REPORTING TO WORK, YOU HAVE BEEN TERMINATED FROM THE 2020 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM  
Worksite Description: Department of Employment Services: Office of Youth Programs  
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Total Slots: 50  Age Range: 22-24 (not to exceed 30 hours per week)
Job Title: DUE TO EXCESSIVE ABSENCES, YOU HAVE BEEN TERMINATED FROM THE 2020 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM  
Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: Thank you for your participation in the 2020 Mayor Marion S Barry Summer Youth Employment Program.

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Total Slots: 50  Age Range: 22-24  (not to exceed 30 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY PD  
Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 20  Age Range: 14-15  (not to exceed 20 hours per week)
Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY MD  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development.

Start Date: 06/27/2022  Start Time: 8:30 AM  End Date: 08/05/2022  End Time: 5:00 PM
Total Slots: 100  Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY BJ  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development.

Start Date: 06/27/2022  Start Time: 8:30 AM  End Date: 08/05/2022  End Time: 5:00 PM
Total Slots: 100  Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY PD  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 20  Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY SM  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 100  Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY GH  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 100  Age Range: 16-21 (not to exceed 25 hours per week)
Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY SJ  
Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022 Start Time: 10:00 AM  
End Date: 08/05/2022 End Time: 3:00 PM
Total Slots: 200 Age Range: 16-17 (not to exceed 25 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY DG  
Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development.

Start Date: 06/27/2022 Start Time: 10:00 AM  
End Date: 08/05/2022 End Time: 3:00 PM
Total Slots: 5 Age Range: 14-15 (not to exceed 20 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY BJ  
Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development.

Start Date: 06/27/2022 Start Time: 8:30 AM  
End Date: 08/05/2022 End Time: 5:00 PM
Total Slots: 5 Age Range: 22-24 (not to exceed 30 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY MW  
Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development.

Start Date: 06/27/2022 Start Time: 10:00 AM  
End Date: 08/05/2022 End Time: 3:15 PM
Total Slots: 1 Age Range: 14-15 (not to exceed 20 hours per week)
Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY RG  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants' success and career development.

Start Date: 06/27/2022  Start Time: 9:00 AM  End Date: 08/05/2022  End Time: 2:00 PM
Total Slots: 4  Age Range: 18-21 (not to exceed 25 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY PD  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants' success and career development.

Start Date: 06/27/2022  Start Time: 9:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 20  Age Range: 22-24 (not to exceed 30 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY LM  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants' success and career development.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 1:30 PM
Total Slots: 150  Age Range: 14-15 (not to exceed 20 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY KH  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants' success and career development.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 200  Age Range: 16-17 (not to exceed 25 hours per week)
Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY NM  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 200  Age Range: 16-17 (not to exceed 25 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY TF  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 200  Age Range: 14-15  (not to exceed 20 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY FB  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 200  Age Range: 18-21  (not to exceed 25 hours per week)
Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY CS  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 200  Age Range: 18-21 (not to exceed 25 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY JB  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 1:30 PM
Total Slots: 85  Age Range: 14-15 (not to exceed 20 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY TG  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 200  Age Range: 14-15 (not to exceed 20 hours per week)
Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY NC  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022    Start Time: 10:00 AM    End Date: 08/05/2022    End Time: 3:00 PM
Total Slots: 200    Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY SC  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022    Start Time: 10:00 AM    End Date: 08/05/2022    End Time: 3:00 PM
Total Slots: 200    Age Range: 22-24 (not to exceed 30 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY MR  Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022    Start Time: 10:00 AM    End Date: 08/05/2022    End Time: 3:00 PM
Total Slots: 200    Age Range: 16-21 (not to exceed 25 hours per week)
Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY SC  Worksite Description: Department of Employment Services: Office of Youth Programs  
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM  
Total Slots: 80  Age Range: 14-15 (not to exceed 20 hours per week)

Job Title: DUE TO NEVER REPORTING TO WORK, YOU HAVE BEEN TERMINATED FROM THE 2020 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM  Worksite Description: Department of Employment Services: Office of Youth Programs  
Job Description: Thank you for your participation in the 2020 Mayor Marion S Barry Summer Youth Employment Program.

DUE TO NEVER REPORTING TO WORK, YOU HAVE BEEN TERMINATED FROM THE 2020 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM.

Please feel free to email summerjobs@dc.gov or contact us directly at 202-698-3492 for further information.

Start Date: 06/27/2022  Start Time: 8:30 AM  End Date: 08/05/2022  End Time: 5:00 PM  
Total Slots: 50  Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: PROGRAM MONITOR ASSISTANT (22-24)  Worksite Description: Department of Employment Services: Office of Youth Programs  
Job Description: The Program Monitor Assistant for the Office of Youth Programs will assist with monitoring all of the 2017 Mayor Marion S Barry Summer Youth Employment sites.

Program Monitors are responsible for making sure all MBSYEP work sites and programs are compliant with host agreements as well as federal and local laws. The goal is to monitor all sites to ensure that every participant is provided with an enriching and constructive summer work experience. All monitors must be able to work the entire 6 weeks of the program, a week-long paid training, and a final evaluation session. Travel is required.

Other duties include: collection and distribution of forms between work sites and DOES Headquarters; provision of technical assistance; monitoring of worksites for activities and enrichment; monitoring of time and attendance for participants; facilitation of communication between work sites and DOES Headquarters.

Please feel free to contact Adrian Jefferies via email at Adrian.jefferies@dc.gov or by phone at 202-698-5397 for further information.

Start Date: 06/27/2022  Start Time: 8:30 AM  End Date: 08/05/2022  End Time: 5:00 PM  
Total Slots: 1  Age Range: 22-24 (not to exceed 30 hours per week)
Job Title: PENDING PLACEMENT (ALL STEPS COMPLETE 14-15) - DNR
Department of Employment Services: Office of Youth Programs
Job Description: This is an important update regarding your 2019 Mayor Marion S Barry Summer Youth Employment Program job placement!!

The site that you were originally placed has closed! We are currently working to resolve this matter and to solidify your placement.

You do not have to report tomorrow and you will be compensated for this time.

Please check your portal continuously for your most up-to-date site placement.

You can check your portal by clicking here! Should you have any questions please contact our support center at summerjobs@dc.gov

All the best,
Summer Jobs Team
W: www.summerjobs.dc.gov | T: @MBSYEP

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**Start Date:** 06/27/2022  **End Date:** 08/05/2022
**Start Time:** 10:30 AM  **End Time:** 2:30 PM
**Total Slots:** 2,000  **Age Range:** 14-15 (not to exceed 20 hours per week)

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Job Title: MBSYEP LIAISON ASSISTANT - 18-21
Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: Youth will report to the Office of Youth Programs to assist the liaison with day to day activities to include but not be limited to telephone inquiries, escorts, email response and other duties as assigned.

**Start Date:** 06/27/2022  **End Date:** 08/05/2022
**Start Time:** 8:30 AM  **End Time:** 5:00 PM
**Total Slots:** 3  **Age Range:** 18-21 (not to exceed 25 hours per week)

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Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY CW
Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development.

**Start Date:** 06/27/2022  **End Date:** 08/05/2022
**Start Time:** 10:00 AM  **End Time:** 1:30 PM
**Total Slots:** 50  **Age Range:** 16-21 (not to exceed 25 hours per week)
**Job Title:** DOES CAREER EDGE VIRTUAL LEARNING ONLY PD  
**Worksite Description:** Department of Employment Services: Office of Youth Programs

**Job Description:** This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development.

**Start Date:** 06/27/2022  
**End Date:** 08/05/2022  
**Start Time:** 10:00 AM  
**End Time:** 2:30 PM  
**Total Slots:** 25  
**Age Range:** 14-15 (not to exceed 20 hours per week)

**Job Title:** PROGRAM LIAISON LEAD ASSISTANT-OYP  
**Worksite Description:** Department of Employment Services: Office of Youth Programs

**Job Description:** The Program Liaison Lead Assistant will work very closely with the Host Liaisons within the Office of Youth Programs.

This position is characterized by the performance of a variety of administrative and office support duties. Positions require knowledge of organizational and departmental policies and procedures in order to communicate information involving programs, functions, and services. Duties performed may include preparation of documents and reports, the use of office technology, compiling records, organizing and maintaining files, posting information, greeting/referring/assisting others, mail distribution, and photocopying. The range of duties includes, but is not limited to, collecting and verifying data, summarizing and reconciling information, records management, review and processing and research. Communicates with both internal and external personnel as required. Must have excellent oral and written communication skills, be detailed oriented, and have the ability to multi-task.

Please feel free to contact your assigned Liaison directly via email or by phone at 202-698-3492 for further information.

**Start Date:** 06/27/2022  
**End Date:** 08/05/2022  
**Start Time:** 9:00 AM  
**End Time:** 3:00 PM  
**Total Slots:** 10  
**Age Range:** 22-24 (not to exceed 30 hours per week)

**Job Title:** MBSYEP Liaison Assistant  
**Worksite Description:** Department of Employment Services: Office of Youth Programs

**Job Description:** Liaison Assistants will work very closely with the Host Liaisons within the Office of Youth Programs. This position is characterized by the performance of a variety of administrative and office support duties. Positions require knowledge of organizational and departmental policies and procedures in order to communicate information involving programs, functions, and services. Duties performed may include preparation of documents and reports, the use of office technology, compiling records, organizing and maintaining files, posting information, greeting/referring/assisting others, mail distribution, and photocopying. The range of duties includes, but is not limited to, collecting and verifying data, summarizing and reconciling information, records management, review and processing and research. Communicates with both internal and external personnel as required. Must have excellent oral and written communication skills, be detailed oriented, and have the ability to multi-task.

**Start Date:** 06/27/2022  
**End Date:** 08/05/2022  
**Start Time:** 9:00 AM  
**End Time:** 1:00 PM  
**Total Slots:** 5  
**Age Range:** 22-24 (not to exceed 30 hours per week)
Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY TR  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 1  Age Range: 22-24 (not to exceed 30 hours per week)

Job Title: MBSYEP CNC CALL TAKER  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022  Start Time: 8:30 AM  End Date: 08/05/2022  End Time: 5:00 PM
Total Slots: 3  Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: DUE TO CONDUCT UNBECOMING YOU ARE TERMINATED FROM THE 2020 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: Thank you for your participation in the 2020 Mayor Marion S Barry Summer Youth Employment Program.

DUE TO CONDUCT UNBECOMING YOU ARE TERMINATED FROM THE 2020 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM.

Please feel free to email summerjobs@dc.gov or contact us directly at 202-698-3492 for further information.

Start Date: 06/27/2022  Start Time: 8:30 AM  End Date: 08/05/2022  End Time: 2:30 PM
Total Slots: 100  Age Range: 14-15 (not to exceed 20 hours per week)

Job Title: DUE TO CONDUCT UNBECOMING YOU ARE TERMINATED FROM THE 2020 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: Thank you for your participation in the 2020 Mayor Marion S Barry Summer Youth Employment Program.

DUE TO CONDUCT UNBECOMING YOU ARE TERMINATED FROM THE 2020 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM.

Please feel free to email summerjobs@dc.gov or contact us directly at 202-698-3492 for further information.

Start Date: 06/27/2022  Start Time: 9:00 AM  End Date: 08/05/2022  End Time: 5:00 PM
Total Slots: 100  Age Range: 16-21 (not to exceed 25 hours per week)
Due to conduct unbecoming you are terminated from the 2021 Mayor Marion S. Barry Summer Youth Employment Program.

Please feel free to email summerjobs@dc.gov or contact us directly at 202-698-3492 for further information.

**Start Date:** 06/27/2022  **Start Time:** 8:30 AM  **End Date:** 08/05/2022  **End Time:** 4:30 PM
**Total Slots:** 0  **Age Range:** 16-21 (not to exceed 25 hours per week)

**Start Date:** 06/27/2022  **Start Time:** 9:00 AM  **End Date:** 08/05/2022  **End Time:** 2:30 PM
**Total Slots:** 100  **Age Range:** 22-24 (not to exceed 30 hours per week)

**Start Date:** 06/27/2022  **Start Time:** 8:30 AM  **End Date:** 08/05/2022  **End Time:** 2:00 PM
**Total Slots:** 50  **Age Range:** 14-15 (not to exceed 20 hours per week)
Job Title: PROGRAM MONITOR ASSISTANT (18 TO 21)  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: The Program Monitor Assistant for the Office of Youth Programs will assist with monitoring all of the 2017 Mayor Marion S Barry Summer Youth Employment sites.

Program Monitors are responsible for making sure all MBSYEP work sites and programs are compliant with host agreements as well as federal and local laws. The goal is to monitor all sites to ensure that every participant is provided with an enriching and constructive summer work experience. All monitors must be able to work the entire 6 weeks of the program, a week-long paid training, and a final evaluation session. Travel is required.

Other duties include: collection and distribution of forms between work sites and DOES Headquarters; provision of technical assistance; monitoring of worksites for activities and enrichment; monitoring of time and attendance for participants; facilitation of communication between work sites and DOES Headquarters.

Please free to contact Adrian Jefferies via email at Adrian.jefferies@dc.gov or by phone at 202-698-5397 for further information.

Start Date: 06/27/2022  Start Time: 11:00 AM  End Date: 08/05/2022  End Time: 4:00 PM
Total Slots: 25  Age Range: 18-21 (not to exceed 25 hours per week)

Job Title: ADMINISTRATIVE LIAISON ASSISTANT - CONTRACT  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: ADMINISTRATIVE LIAISON ASSISTANT - CONTRACT

Liaison Assistants will work very closely with the Host Liaisons within the Office of Youth Programs. This position is characterized by the performance of a variety of administrative and office support duties. Positions require knowledge of organizational and departmental policies and procedures in order to communicate information involving programs, functions, and services. Duties performed may include preparation of documents and reports, the use of office technology, compiling records, organizing and maintaining files, posting information, greeting/referring/assisting others, mail distribution, and photocopying. The range of duties includes, but is not limited to, collecting and verifying data, summarizing and reconciling information, records management, review and processing and research. Communicates with both internal and external personnel as required. Must have excellent oral and written communication skills, be detailed orientated, and have the ability to multi-task.

Start Date: 06/27/2022  Start Time: 9:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 2  Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: STREET TEAM  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: The Communications and Media team will assist with creating marketing. The team will also edit works with an in-house designer on design and production-related matters (print orders, proofs, corrections, final approvals, mailing list, etc.). The team will also assist with advertising ideas and social copies.

Visiting the fellow worksites to connect with the youth to capture their past and current experiences.

Start Date: 06/27/2022  Start Time: 8:30 AM  End Date: 08/05/2022  End Time: 5:00 PM
Total Slots: 10  Age Range: 18-21 (not to exceed 25 hours per week)
Due to excessive absences, you have been terminated from the 2021 Mayor Marion S. Barry Summer Youth Employment Program.

Please feel free to email summerjobs@dc.gov or contact us directly at 202-698-3492 for further information.

Start Date: 06/27/2022  Start Time: 10:30 AM  End Date: 08/05/2022  End Time: 2:30 PM
Total Slots: 5,000  Age Range: 16-21 (not to exceed 25 hours per week)

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Due to excessive absences, you have been terminated from the 2021 Mayor Marion S. Barry Summer Youth Employment Program.

Please feel free to email summerjobs@dc.gov or contact us directly at 202-698-3492 for further information.

Start Date: 06/27/2022  Start Time: 10:30 AM  End Date: 08/05/2022  End Time: 2:30 PM
Total Slots: 50  Age Range: 16-21 (not to exceed 25 hours per week)

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Job Title: Pending Placement (All Steps Complete 16-21) - DNR  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: This is an important update regarding your 2019 Mayor Marion S Barry Summer Youth Employment Program job placement!!

The site that you were originally placed has closed! We are currently working to resolve this matter and to solidify your placement.

You do not have to report tomorrow and you will be compensated for this time.

Please check your portal continuously for your most up-to-date site placement.

You can check your portal by clicking here! Should you have any questions please contact our support center at summerjobs@dc.gov

All the best,
Summer Jobs Team
W: www.summerjobs.dc.gov  T: @MBSYEP

Start Date: 06/27/2022  Start Time: 10:30 AM  End Date: 08/05/2022  End Time: 2:30 PM
Total Slots: 5,000  Age Range: 16-21 (not to exceed 25 hours per week)
Job Title: PENDING PLACEMENT (ALL STEPS COMPLETE 22-24DNR  
Department of Employment Services: Office of Youth Programs  
Job Description: This is an important update regarding your 2019 Mayor Marion S Barry Summer Youth Employment Program job placement!!

The site that you were originally placed has closed! We are currently working to resolve this matter and to solidify your placement.

You do not have to report tomorrow and you will be compensated for this time.

Please check your portal continuously for your most up-to-date site placement.

You can check your portal by clicking here! Should you have any questions please contact our support center at summerjobs@dc.gov

All the best,
Summer Jobs Team
W: www.summerjobs.dc.gov  T: @MBSYEP

Start Date: 06/27/2022  Start Time: 8:00 AM  End Date: 08/05/2022  End Time: 2:00 PM  
Total Slots: 1,200  Age Range: 22-24 (not to exceed 30 hours per week)

Job Title: PENDING PLACEMENT MEDICAL  
Department of Employment Services: Office of Youth Programs  
Job Description: Thank you for contacting the Office of Youth Programs.

We have received your request for a medical transfer. We are currently in the process of locating you a new work site. You do NOT need to report to work until this placement has been changed in your Youth Portal.

For more information please contact Mrs. Shirley Nelson at shirley.nelson@dc.gov or contact us directly at 202-698-3492 for further information.

Start Date: 06/27/2022  Start Time: 12:00 PM  End Date: 08/05/2022  End Time: 1:00 PM  
Total Slots: 0  Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: DUE TO SUMMER SCHOOL OBLIGATIONS, YOU ARE UNABLE TO PARTICIPATE IN THE 2021 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM  
Department of Employment Services: Office of Youth Programs  
Job Description: Thank you for your participation in the 2021 Marion S Barry Summer Youth Employment Program.

DUE TO SUMMER SCHOOL OBLIGATIONS, YOU ARE UNABLE TO PARTICIPATE IN THE 2021 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM.

Unfortunately your credit recovery schedule directly conflicts with your SYEP schedule, so you are unable to work and attend school at the same time.

Please feel free to email summerjobs@dc.gov or contact us directly at 202-698-3492 for further information.

Start Date: 06/27/2022  Start Time: 9:00 AM  End Date: 08/05/2022  End Time: 1:00 PM  
Total Slots: 50  Age Range: 14-15 (not to exceed 20 hours per week)
Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY THP  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 100  Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY JG  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development.

Start Date: 06/27/2022  Start Time: 8:30 AM  End Date: 08/05/2022  End Time: 5:00 PM
Total Slots: 100  Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: DOES CAREER EDEGEE VIRTUAL LEARNING ONLY TR  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 100  Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: DUE TO SUMMER SCHOOL OBLIGATIONS, YOU ARE UNABLE TO PARTICIPATE IN THE 2021 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: Thank you for your participation in the 2021 Mayor Marion S Barry Summer Youth Employment Program.
DUE TO SUMMER SCHOOL OBLIGATIONS, YOU ARE UNABLE TO PARTICIPATE IN THE 2021 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM.

Unfortunately your credit recovery schedule directly conflicts with your SYEP schedule, so you are unable to work and attend school at the same time.

Please feel free to email summerjobs@dc.gov or contact us directly at 202-698-3492 for further information.

Start Date: 06/27/2022  Start Time: 9:00 AM  End Date: 08/05/2022  End Time: 2:00 PM
Total Slots: 50  Age Range: 16-21 (not to exceed 25 hours per week)
Job Title: DUE TO NEVER REPORTING TO WORK, YOU HAVE BEEN TERMINATED FROM THE 2021 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM

Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: Thank you for your participation in the 2021 Mayor Marion S Barry Summer Youth Employment Program.

DUE TO NEVER REPORTING TO WORK, YOU HAVE BEEN TERMINATED FROM THE 2021 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM.

Please feel free to email summerjobs@dc.gov or contact us directly at 202-698-3492 for further information.

**Start Date:** 06/27/2022  **Start Time:** 9:00 AM  **End Date:** 08/05/2022  **End Time:** 3:30 PM

**Total Slots:** 50  **Age Range:** 22-24 (not to exceed 30 hours per week)

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Job Title: DUE TO EXCESSIVE ABSENCES, YOU HAVE BEEN TERMINATED FROM THE 2021 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM

Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: Thank you for your participation in the 2021 Mayor Marion S Barry Summer Youth Employment Program.

DUE TO EXCESSIVE ABSCENCES TO WORK, YOU HAVE BEEN TERMINATED FROM THE 2021 MAYOR MARION S. BARRY SUMMER YOUTH EMPLOYMENT PROGRAM.

Please feel free to email summerjobs@dc.gov or contact us directly at 202-698-3492 for further information.

**Start Date:** 06/27/2022  **Start Time:** 9:00 AM  **End Date:** 08/05/2022  **End Time:** 1:30 PM

**Total Slots:** 50  **Age Range:** 14-15 (not to exceed 20 hours per week)

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Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY SN

Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

**Start Date:** 06/27/2022  **Start Time:** 10:00 AM  **End Date:** 08/05/2022  **End Time:** 3:00 PM

**Total Slots:** 100  **Age Range:** 16-21 (not to exceed 25 hours per week)
Job Title: MBSYEP CNC CALL TAKER  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022  Start Time: 8:30 AM  End Date: 08/05/2022  End Time: 5:00 PM
Total Slots: 10  Age Range: 22-24 (not to exceed 30 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY LM  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 1:30 PM
Total Slots: 100  Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY KR  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 100  Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY MD  Worksite Description: Department of Employment Services: Office of Youth Programs
Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM
Total Slots: 100  Age Range: 16-21 (not to exceed 25 hours per week)
Job Title: DOES CAREER EDGE VIRTUAL LEARNING ONLY SJ  
Worksite Description: Department of Employment Services: Office of Youth Programs

Job Description: This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments. This career edge virtual working experience will engage youth like never before! The platform provides a series of life skills and professional development modules to enhance confidence and improve employability of MBSYEP participants. These workforce modules will increase participants’ success and career development. Participants will also get trained on Microsoft Office Suites and participate in Professional Developments.

Start Date: 06/27/2022  Start Time: 10:00 AM  End Date: 08/05/2022  End Time: 3:00 PM  
Total Slots: 100  Age Range: 16-21 (not to exceed 25 hours per week)

Job Title: ADMINISTRATIVE SUPPORT  
Worksite Description: OAS - Office of Admin Services

Job Description: The administrative support worker will help OAS with the day-to-day running of the business by assisting with clerical and administrative processes. This job involves tasks such as organizing, filing, responding to inquiries, and implementing office procedures and systems.

Start Date: 06/27/2022  Start Time: 8:30 AM  End Date: 08/05/2022  End Time: 5:00 PM  
Total Slots: 0  Age Range: 22-24 (not to exceed 30 hours per week)

Job Title: ADMINISTRATIVE SUPPORT  
Worksite Description: OAS - Office of Admin Services

Job Description: The administrative support worker will help OAS with the day-to-day running of the business by assisting with clerical and administrative processes. This job involves tasks such as organizing, filing, responding to inquiries, and implementing office procedures and systems.

Start Date: 06/27/2022  Start Time: 8:30 AM  End Date: 08/05/2022  End Time: 5:00 PM  
Total Slots: 5  Age Range: 22-24 (not to exceed 30 hours per week)

Job Title: IN-PERSON OFFICE ASSISTANT  
Worksite Description: Wage & Hour

Job Description: An Office Assistant is responsible for keeping the office supplied and organized. This involves lots of small duties, like typing and taking notes during meetings, but their overall responsibilities are essential. Office Assistants are responsible for things like:  
• Overseeing clerical tasks, such as sorting and sending mail  
• Keeping an inventory of office supplies and ordering new materials as needed  
• Maintaining files  
• Welcoming visitors to your office  
• Answering phone calls  
• Taking and delivering messages  
• Ensuring the office runs smoothly  
• Scheduling meetings and sending meeting invites to attendees

Start Date: 06/27/2022  Start Time: 9:00 AM  End Date: 08/05/2022  End Time: 3:00 PM  
Total Slots: 2  Age Range: 16-21 (not to exceed 25 hours per week)
Job Title: IN-PERSON OFFICE ASSISTANT  Worksite Description: First Source

Job Description: An Office Assistant is responsible for keeping the office supplied and organized. This involves lots of small duties, like typing and taking notes during meetings, but their overall responsibilities are essential. Office Assistants are responsible for things like:
• Overseeing clerical tasks, such as sorting and sending mail
• Keeping an inventory of office supplies and ordering new materials as needed
• Maintaining files
• Welcoming visitors to your office
• Answering phone calls
• Taking and delivering messages
• Ensuring the office runs smoothly
• Scheduling meetings and sending meeting invites to attendees

Start Date: 06/27/2022  Start Time: 9:00 AM  End Date: 08/05/2022  End Time: 2:15 PM
Total Slots: 2  Age Range: 16-21 (not to exceed 25 hours per week)
1. It is understood and agreed that the project will not result in the displacement of currently employed workers or in a reduction in non-overtime hours of work, wages, or benefits. Furthermore, it will not be a substitution for any existing Federal or District assisted job or position, which is the same as, or similar to, that occupied by any other person who is laid off.

2. It is understood and agreed that each worksite will not discriminate with respect to any program participant or any applicant for participating in such program because of race, creed, color, national origin, sex, political affiliation or beliefs. Approved worksites will comply with Titles VI and VII of the Civil Rights Act of 1964, as amended, and all other applicable Federal, State and Local Laws and Regulations applicable to non-discriminatory practices. Furthermore, it is understood and agreed that participants in the program will not be employed in the construction, operation, or maintenance of any facility used or planned for use for sectarian activities or as a place for religious worship.

3. It is understood and agreed that this worksite will comply with the number of approved enrollees, with the worksite’s scheduled hours, and with the rules and regulations of the program.

4. It is understood and agreed that the worksite supervisor will expose all MBSYEP participants to the job specifics expressed in the submitted proposal.

5. It is understood and agreed that the worksite supervisor will not allow MBSYEP participants who are 14 and 15 years of age to participate in activities for more than 20 hours a week. Additionally, the worksite supervisor will not allow youth 16 to 21 years of age to participate in activities for more than 25 hours a week. Any variation must be approved by the Office of Youth Programs.

6. It is understood that the agency/organization is responsible for providing daily supervision for all enrollees at all times during the worksite’s scheduled hours.

7. It is understood that failure to comply with any MBSYEP regulations will result in immediate termination of the worksites.

8. It is understood that the Department of Employment Services is responsible for the payment and wages to youth allowed to work who were assigned by MBSYEP to the worksite.

9. It is understood that the agency/organization entering into this agreement with the Department of Employment Services is responsible for ensuring that all time and attendance is appropriately entered into the Time and Attendance system in a timely manner.

10. Employers are responsible for distributing written rules and regulations outlining daily requirements and site expectations on the first day to all trainees.
11. All worksites must report any incidents of misconduct involving MBSYEP participants to the Office of Youth Programs. These include altercations among youth and/or staff and harassment of any kind.

12. All worksites must provide written request(s) to transfer or terminate any MBSYEP participant. All transfers and terminations must be approved by the Office of Youth Programs.

13. Worksites planning to operate maintenance or beautification projects are required to plan alternate work activities in the event of inclement weather or a heat index which prohibits outside work activity.

14. Worksites must adhere to all reporting requirements published by MBSYEP and will receive written approval to operate from the Office of Youth Programs.

15. Worksite supervisors will not authorize payment of earnings for overtime.

16. The Agency/Organization and its worksites will not allow a worksite supervisor to supervise a relative. A relative is defined in section 801 (c) of the CMPA (D.C. Official Code § 1-608.01 (c)(1)) as an individual who is related as 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.

17. It is understood and agreed that the Agency/Organization will ensure that only participants whom the Office of Youth Programs has assigned be allowed to participate in MBSYEP activities. Under no circumstances will the Department of Employment Services be responsible for paying unassigned youth. Furthermore, the Employer/Organization will be held responsible for compensating any youth allowed to participate who were not referred by the Office of Youth Programs.

18. All worksite supervisors and alternates must comply with Title II of the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2004 which requires FBI fingerprint-based criminal background checks for individuals requesting to serve in unsupervised volunteer positions with a covered child or youth services provider. See Attachment A for more information.

19. It is understood that the agency/organization will immediately report any changes or cancellation on the part of the worksite to the Office of Youth Programs at (202) 698-3492.

In accordance with the District's Youth Employment Services Initiative Amendment Act of 2005, the agency/organization listed in this agreement has voluntarily entered into this agreement. The undersigned is the representative authorized to commit to this binding agreement with the Government of the District of Columbia, Department of Employment Services, and will be the primary contact for all related issues.
Overview of the “Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2004”

Title II “Criminal Background Checks for the Protection of Children Act of 2004”

The following synopsis of the “Child and Youth, Safety and Health Omnibus Congressional Review Emergency Amendment Act of 2004” (Act) was compiled specifically for Worksite Supervisors and Alternates.

Title II of the Act requires FBI fingerprint-based criminal background checks for individuals requesting to serve in unsupervised volunteer positions with a covered child or youth services provider.

Pursuant to Section 202(3) “Covered child or youth services provider” means any District government agency providing direct services to children or youth and any private entity that contracts with the District to provide direct services to children or youth, or for the benefit of children or youth, that affect the health, safety, and welfare of children or youth, including individual and group counseling, therapy, case management, supervision, or mentoring.

The only individuals exempt from requiring criminal background checks are defined in Section (d):

an applicant for, or an employee or a volunteer working in, a position at a covered child or youth services provider that will bring the employee or volunteer in direct contact with children and youth is not required to submit to a criminal background check if the applicant, employee, or volunteer has an active federal security clearance.

If any of your supervisors fall within this category, the Department of Employment Services requires an affidavit attesting to the federal security clearance.

DOES will arrange for the Metropolitan Police Department to process the criminal background checks at no cost to you or your organization.

To see the complete text of the “Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2004”, go to http://www.dccouncil.washington.dc.us.