



What is Student Teen Employment Preparation (STEP?)



STEP is offered by the Youth Education and Service Learning unit at Seattle Parks and Recreation. The purpose of STEP is to provide youth with personal growth opportunities, inspire community engagement, and introduce early employment and life skills. This program is inclusive.

Participants involved in this intensive summer program will learn about issues affecting their communities and then design their own project to take action. Participants will receive a \$599 stipend for their service.

Your Experience with STEP



- Give back to the community
- Learn about social justice issues
- Meet new friends and network with mentors in the community
- Work collaboratively on a team
- Gain leadership, life, and pre-employment skills
- Take fun field trips around the city and in nature

We need **you** to make STEP great!



We're looking for curious teens who are interested in making a difference in their community! Must have a positive work attitude and be able to work on a team of youth and adults.

- Open to young people 14 – 19 years of age as of July 9th, 2018. Youth in transition are encouraged to apply.
- Must have either a social security number or tax ID number to receive stipend
- **Must be a resident of city of Seattle**

IMPORTANT INFORMATION ABOUT YOUR APPLICATION

Please read this page completely before filling out the application.

If you have any questions, contact teen.programs@seattle.gov or visit www.seattle.gov/ParksTeenJobs

Incomplete or late applications will not be accepted. **Please note that you will not be contacted if your application is incomplete.** Please make sure that all sections of the application are complete and that the letters of recommendation are included. We do not accept applications via e-mail or fax.

A complete application must include:

- 2018 STEP Application filled out completely and to the best of your ability
- Two** recommendation forms included in this packet.
- Applicant signature and parent/guardian signature (if applicant is under 18 years old)

If you are applying for the YES program as well, you may submit one of the same recommendation forms with that application. A copy needs to be included in both applications.

PROGRAM DATES:	<u>Notification of acceptance:</u>	Mailed out the week of June 4 th , 2018
	<u>Orientation:</u>	July 5 th , 2018 (mandatory)
	<u>Program:</u>	July 9 th – August 17 th , 2018
	<u>Celebration Event:</u>	August 22 nd , 2018 at Camp Long

PROGRAM HOURS: Monday through Thursday **OR** Tuesday through Friday 8:30 am – 3:30 pm, July 9th – August 17th
Your schedule will be determined by program placement.

STIPEND: \$599.00 (mailed 3 to 5 weeks after program end). Participants must complete minimum requirement of 120 hours and meet **all** program expectations. **No partial stipends are awarded.**

WHERE: Must provide own transportation to and from designated meeting location. Bus tokens are available—please contact us to request tokens.
We will do our best to place you in a location near to where you live.
Meeting locations will be determined at orientation. The meeting location is where the team will gather even if there is a workshop or field trip off-site. Service hours take place at various parks/facilities citywide.

ELIGIBILITY: Must have a social security number or tax identification number to receive the stipend. If you do not have either a SSN or tax ID number, you are still eligible to receive service learning hours for the graduation requirement.

Must live within Seattle city limits and/or be eligible to attend a Seattle public school.

**We will use the [Seattle Schools "Address Lookup Tool"](#) to verify your eligibility.*

Application Deadline: Friday, May 18th by 5 pm

Your application must be **received by**, not postmarked by, the above date

You must mail this application plus two recommendation forms to:

Seattle Parks and Recreation
Attention: STEP
100 Dexter Ave N, Box #30
Seattle, WA 98109

STUDENT TEEN EMPLOYMENT PREPARATION 2018 SUMMER APPLICATION



SELECTION: Selections are made by lottery. 50% of positions will be selected from applicants that are of underserved populations including but not limited to youth who identify as:

- Low income
- Being in foster/ kinship care
- Immigrants or refugees
- LGBTQ+
- Homeless
- Having special needs
- Participating in Youth Violence Prevention
- And those who are referred by youth workers

Please let us know in the Demographic Survey (page 5) whether you identify as belonging to any of these groups.

The remaining 50% of the positions will be selected from applicants meeting the general eligibility requirements. An equal number of applicants will be selected by lottery from both pools.

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This is the first page of your application.

CONTACT INFORMATION (REQUIRED)

Name: _____
First
Last
Full Middle Name

Address: _____ Apt#: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ Alternate Phone: (____) _____

Email Address: _____ Preferred Pronouns: He: She: They: Other: _____

School: _____ Age: _____ DOB: _____ Grade: _____

Date of Birth

DEMOGRAPHIC SURVEY (OPTIONAL)

The following questions are **optional** and are asked as a means of placing applicants in the lottery selection pools that will be used in the admissions process. An equal number of applicants will be selected by lottery from both pools. Please refer to page 3 of this application for more details about our selection process.

Ethnicity (please mark all that apply):

- American Indian or Native Alaskan
- Asian
- African, African American, Black
- Hawaiian Native or Pacific Islander
- Hispanic, Latinx
- White, Caucasian
- Other _____

Additional information:

- Do you qualify for free or reduced lunch?
- Have you ever been a foster/kinship care youth?
- Are you an immigrant or a refugee?
From where? _____
- Do you self-identify as an LGBTQ youth?
- Are you homeless?
- Do you have a disability?
- Do you participate in the Youth Violence Prevention Program (YVPI)?

How did you hear about the STEP Program? Please be as specific as possible, including names and locations.

- School presentation _____
- Job/Career Fair _____
- Teacher/School Counselor _____
- Community Center Staff _____
- Other City of Seattle Staff _____
- Nonprofit Agency _____
- Family _____
- STEP Participant/Friend _____
- Online _____
- Flyer or brochure _____
- Other _____

RESPONSE QUESTIONS

The following questions are **required** for your application. Feel free to use another piece of paper if necessary, but be sure to reference the question that you are answering.

What, if any, leadership roles have you held in clubs, groups or other kinds of organizations?

Club/Organization	Position	Dates Held
<hr/>		
<hr/>		
<hr/>		

What experiences do you have working with others (i.e. school or community projects, sports, committees, etc.)?

Project/Committee/Sport	Dates Involved
<hr/>	
<hr/>	
<hr/>	

Please give an example of an experience where you faced and had to resolve conflict. Tell us what you did and what you learned.

What personal strengths do you bring to this program?

STUDENT TEEN EMPLOYMENT PREPARATION
2018 SUMMER APPLICATION



How can the STEP Program help you grow as an individual?

Beyond making some money and enjoying the experience, what would you most like to get out of the STEP program if you are in it?

Is there anything else that you would like to share about yourself with the STEP program?

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100 Dexter Ave N, Box #30
Seattle, WA 98109

SIGNATURE OF PARTICIPANT AND GUARDIAN

As a matter of policy, law and commitment, Seattle Parks does not discriminate on the basis of race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin, or presence of any sensory, mental or physical handicap. (SMC 18.12.280)

By signing below, you are stating that you have read all enclosed materials concerning the Seattle Parks and Recreation STEP Job Readiness Program and that all statements you have made in the application are true to the best of your knowledge.

Signature of Applicant: _____

Printed Name of Applicant: _____

Parental or guardian approval for applicants under 18 years of age

I have read and understand the enclosed materials that describe the Seattle Parks and Recreation STEP Job Readiness Program. I have discussed the program with my child and understand the expectations and authorize him/her/them to apply for and participate in the STEP program.

I authorize the STEP program to contact my child after the summer experience to see how the school year is going and if skills, knowledge, and attributes gained from his/her/their participation have been useful. Yes: No:

Signature of Parent/Guardian: _____

Printed Name of Parent/Guardian: _____

We encourage you to make a copy of your application for your records before submitting.

Thank you for applying! We look forward to reading your application.

Your letter of recommendation request forms are at the end of this packet: 

Application Deadline: Wednesday, May 17th by 5 pm

Your application must be received by, not postmarked by, the above date

You must mail this application plus two letters of recommendation to:

Seattle Parks and Recreation
Attention: STEP
100 Dexter Ave N, Box #9
Seattle, WA 98109

Recommendation Form #1

Please return this page along with your application.

Recommendations received separately from the application or past the deadline will NOT be accepted.

Instructions for Applicant: Ask an adult mentor to fill out this form on your behalf. Recommendation forms can be provided by school teachers, counselors, coaches, religious leaders, neighbors, former or current supervisors, etc. This recommendation form **cannot** be written by family members.

[Applicant name] _____ is applying to participate in the 2018 Student Teen Employment Preparation (STEP) program. STEP is a pre-employment program whose purpose is to provide youth with personal growth opportunities, inspire community engagement, and introduce life and career skills. STEP is an intensive summer program that requires dedication and the ability to work well with others.

If you have any questions, please feel free to contact us at (206) 684-4575 or email teen.programs@seattle.gov

Contact information of adult mentor (please print clearly):

Name and Job Title: _____

Phone: _____ Email: _____

Organization or affiliation: _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

How would you best describe the applicant? Please circle all that apply.

- | | | |
|-----------------------|-------------------|----------------------------|
| Dependable | Likely to show up | Kind |
| Adventurous | Independent | Extroverted |
| Honest | Hard worker | Introverted |
| Creative | Hands-on learner | Peer leader |
| Good listener | Motivated | Leads by example |
| Considerate of others | Curious | Problem solver |
| Loves learning | Organized | Invested in social justice |

Please tell us why you think this applicant would be a good fit for STEP:

Application Deadline: Friday, May 18th by 5 pm

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You must mail this recommendation form along with your application to: 100 Dexter Ave N, Box #30
Seattle, WA 98109

Seattle Parks and Recreation

Attention: STEP

STUDENT TEEN EMPLOYMENT PREPARATION
2018 SUMMER APPLICATION



Recommendation Form #2

Please return this page along with your application.

Recommendations received separately from the application or past the deadline will NOT be accepted.

Instructions for Applicant: Ask an adult mentor to fill out this form on your behalf. Recommendation forms can be provided by school teachers, counselors, coaches, religious leaders, neighbors, former or current supervisors, etc. *This recommendation form **cannot** be written by family members.*

[Applicant name] _____ is applying to participate in the 2017 Student Teen Employment Preparation (STEP) program. STEP is a pre-employment program whose purpose is to provide youth with personal growth opportunities, inspire community engagement, and introduce life and career skills. STEP is an intensive summer program that requires dedication and the ability to work well with others.

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Name and Job Title: _____

Phone: _____ Email: _____

Organization or affiliation: _____

How long have you known the applicant? _____

In what capacity have you known the applicant? _____

How would you best describe the applicant? Please circle all that apply.

Dependable	Likely to show up	Kind
Adventurous	Independent	Extroverted
Honest	Hard worker	Introverted
Creative	Hands-on learner	Peer leader
Good listener	Motivated	Leads by example
Considerate of others	Curious	Problem solver
Loves learning	Organized	Invested in social justice

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