

2017 SULLIVAN RENAISSANCE REQUEST FOR PROJECT ASSISTANT INSTRUCTIONS

About the Program

The **Youth Development Program** combines a paid summer work opportunity with leadership skills development through hands on service learning and an exploration of a variety of community topics. The **Program** is administered in partnership with the Sullivan County Center for Workforce Development (CWD) and consists of two parts:

- **Project Support: Project Assistants** between the ages of 16-20 are hired to perform gardening and other support to one or more community projects. They are paid for a specific amount of hours between **May/June 2017 and August 31, 2017**. The total number of hours is determined based on the scope of the project.
- The **Youth Development** component is a **requirement** of the program and provides the opportunity for participation in leadership and civic engagement. Participants are paid for **these additional hours**. The schedule of sessions will be available at the time of intern interviews.

Community projects in the **Beautification Program; Municipal Partnership projects and multi element projects** in the **Maintenance Program** are eligible to apply for this assistance. Because the number of positions is limited, **not all communities will receive their own Assistant**. In some cases Assistants will be shared or work as a team. **These determinations will be made based on the needs of individual projects AND a group's ability to provide supervision.**

Groups requesting a **Project Assistant must complete a request form and identify a supervisor**. The request form is intended to explain the job responsibilities and determine the estimated amount of time needed. Requests are due along with the grant application by **March 13, 2017**. Once an assignment is made a more detailed work plan and **an actual schedule will be required**. If your community has an interested and eligible candidate, (16-20 years old at time of application), that candidate must complete a separate application. If a candidate has not been identified, but support is still needed, please note this on your request form.

Eligibility and Responsibilities

Applicants **must** be between the ages of 16-20 years old at the time of application. Applicants under the age of 18 are required to have working papers. Eligible candidates must be able to commit to attending the required youth development sessions. The schedule will be made available at the time of interviews which will be held in April unless other arrangements are made. **Preference will be given to applicants for whom this will be their only summer job.**

All selected candidates are required to participate in a mandatory orientation on May 17, 2017. They must bring their working papers, social security card and photo ID to this session.

The primary role of a Sullivan Renaissance **Project Assistant** is to help with care and maintenance of gardens and other beautification elements of community projects. To accomplish this, Assistants will be asked to help with planting, watering, mulching, fertilizing, weeding, dead-heading of plants, and related activities. Assistants may also be asked to help with administrative or organizational responsibilities such as clerical support, phone calls or fundraising activities.

Supervisor Responsibilities

Supervisors must attend an orientation which will be held on May 17, 2017 from 6pm-8pm. This is required for participation and is critical for the success of the Project Assistants's experience. Inability to participate in this orientation may impact eligibility for the community to have a **Project Assistant**.

Supervisors must work with the **Project Assistant** to establish a regular schedule and ensure that they understand the tasks to be completed. Supervisors are responsible for signing and submitting weekly payroll sheets to the Sullivan Renaissance office by **noon each Friday**, either in person, email or via fax.

Sullivan Renaissance is principally funded by the Gerry Foundation.

**THIS PAGE TO BE COMPLETED BY THE SUPERVISOR
AND ATTACHED TO THE GRANT APPLICATION**

2017 SULLIVAN RENAISSANCE REQUEST FOR SUPPORT FROM PROJECT ASSISTANT

Community: _____ Project Title: _____

Project Category: Community Municipal Partnership Multi-Element Maintenance

Supervisor Information: *This form should be completed by the person who will be providing direct supervision of the **Project Assistant** working in your community. Important! **Orientation is mandatory for assistants and supervisors. Failure to attend may result in loss of the Project Assistant opportunity for your community.***

Supervisor Name: _____ Day Phone: _____

Eve Phone: _____ Cell Phone: _____

E-mail address: _____

Project Assistant Information:

Do you know of a potential candidate? Yes No

If yes, what is his/her name? _____

The candidate will need to complete an application for employment and send it directly to Sullivan Renaissance.

If no, would you like a referral from Sullivan Renaissance? Yes No

Anticipated hours per week: _____ (This must correlate with a schedule for the season)

WORK PLAN AND SCHEDULE

Please fill out the following table explaining in general what the Project Assistant will do and how frequently tasks need to be done. A more detailed "Schedule and Task List" is available.

TASKS <i>List the major tasks that your Project Assistant will be asked to perform.</i>	FREQUENCY / TIME REQUIRED <i>Indicate when/how frequently these tasks need to be done.</i>

I understand and agree to the requirements of the Sullivan Renaissance **Project Assistant** Program.

SIGNATURE

DATE

2017 SULLIVAN RENAISSANCE PROJECT ASSISTANT SCHEDULE AND TASK LIST

Project Assistant: _____

Phone: _____ Cell Phone: _____

Supervisor: _____

Phone: _____ Cell Phone: _____

SCHEDULE:

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

TASK LIST:

	Daily	Weekly	Notes
Litter Pluck			
Weed			
Rake			
Edge			
Sweep			
Mulch			
Trim			
Prune			
Deadhead			
Plant			
Transplant			
Water			
Stake Plants			
Rotate Pots			
Repair			
Clean			
Clean Tools			
Other			