



MBSYEP

## OUR MISSION

The **Office of Youth Programs (OYP)** develops and administers workforce development programs for District youth ages 14-24. OYP provides occupational skills training, work experience, academic enrichment and life skills training to facilitate the development of work habits and skills that are essential for success in the workplace.

## Mayor Marion S. Barry, Jr. Summer Youth Employment Program

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



GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
MURIEL BOWSER, MAYOR

OFFICE OF YOUTH PROGRAMS

## GENERAL OVERVIEW

The **Marion S. Barry, Jr. Summer Youth Employment Program (MBSYEP)** is a locally funded initiative administered by the Department of Employment Services (DOES) that provides District youth ages 14 to 24 with enriching and constructive summer work experiences through subsidized placements in the private and government sectors.

**MBSYEP strives to provide young people with the opportunity to:**

- Earn money and gain meaningful work experience;
- Learn and develop the skills, attitude, and commitment necessary to succeed in today's world of work;
- Gain exposure to various career industries; and,
- Interact with dynamic working professionals in a positive work environment.

**Although SYEP is a short-term employment and training program, our goal is to introduce youth to employers who will positively impact their futures.**

## BENEFITS OF MBSYEP TO BUSINESSES

- Willing and ready workforce
- Hiring events and career expos for your business
- Ability to hire participants upon conclusion of the six-week program
- Wages covered by the Office of Youth Programs
- No cost for training program youth
- Background checks and urinalyses performed upon request

## THE MBSYEP LIAISONS

The Office of Youth Programs (OYP) has a team in place to assist employers throughout the tenure of the program. This team consists of:

- **Program Liaison** - An Office of Youth Programs employee that serves each sector (private sector, community-based organization, Federal and District Government and schools) as the primary contact for the employer/host coordinator.

**Program Liaisons will be responsible for:**

- Providing support and guidance to Employer Coordinators;
- Communicating pertinent information to employer coordinators to be shared with worksite supervisors; and,
- Facilitating the process for transfers, terminations, resolving pay disputes, and other program issues.

## THE MBSYEP MONITORS

OYP will be monitoring the site to ensure youth are receiving a quality work experience and that supervisors are receiving adequate assistance and resources from DOES. OYP will also:

- Track the submission of necessary paperwork and follow-up with worksite;
- Contact supervisors when documents have not been submitted as requested; and
- Assist youth and support supervisors with any issues they are experiencing with youth or SYEP-related matters.

## RESPONSIBILITIES OF EMPLOYER/ HOST STAFF

Each worksite will have a support team to ensure a positive experience for both employers and youth. This team consists of:

- **Employer/Host Coordinator** - The Coordinator of all worksites for the entire organization
- **Payroll Coordinators** - Persons identified to process payroll for each worksite
- **Worksite Supervisors** - Persons identified to work directly with youth at the worksite

**Employer/Host Coordinator are responsible for:**

- Serving as the primary point-of-contact for the worksite and OYP;
- Communicating problems or questions to the Program Liaison; and,
- Ensuring Worksite Supervisors are collecting all required documentation.

**Worksite Supervisors are responsible for:**

- Ensuring youth are properly supervised at all times;
- Ensuring youth time and attendance procedures are followed and that time is reported to the Payroll Coordinators; and
- Administering Performance Evaluations for each youth.

