

ATTACHMENT 3



New Horizon Community Development Corporation
Summer Youth Employment Training Program (SYETP)
1518 N.W. 17th Avenue
Pompano Beach, Florida 33069
Telephone: 954-973-6577

Dear Business Owner,

The Summer Youth Employment Training Program (SYETP) is an eight week summer work internship for students between the ages of 13 to 15. This program is administered by the New Horizon Community Development Corporation, Inc. in cooperation with the City of Pompano Beach. The purpose of the program is to introduce the student to the world of work. Also, job training and mentoring support will be provided to meet the needs of students by placing them under the guidance of various businesses located in the City of Pompano Beach. Upon completion of the application process, 90 to 100 students will be selected to participate in this program based on their personal interview, references, and academic history.

This training program will last for eight weeks beginning Monday, June 11, 2018 and ending on Friday, August 2, 2018. Each Monday morning program staff will provide Life Work Skills training on various topics, such as business etiquette, communication skills, team building and personal responsibility. Also, guest speakers will provide motivational support. Students will have the opportunity to participate in role play, job skills demonstrations and to develop public speaking skills. The students will work Tuesday through Thursday each week for four hours daily from either 9:00 a.m. to 1:00 p.m. or from 1:00 p.m. to 5:00 p.m. The students will earn the minimum wage of \$8.25 per hour.

As a S.Y.E.T.P summer job placement site your responsibility will be to supervise the student and provide feedback on their performance to a program monitor during a weekly visit. The program assumes all responsibility for the wages of the assigned student.

We would appreciate your partnering with us as a job site for the Summer Youth Employment Training Program. If you are interested in joining as a partner, please do not hesitate to contact me at 954-461-4902 or Kotelia Walker at 954-812-7670. Also, you may email me at bshowers4752@aol.com.

Thank you for your consideration. We look forward to working with you this summer.

Sincerely,

Bessie Showers,
S.Y.E.T.P Director
1518 NW 17th Avenue
Pompano Beach, FL. 33069