Date: April 22, 2022

To: Department Directors

From: Daniella Levine Cava
Mayor

Subject: 2022 Summer Youth Internship Program

As part of my commitment to the next generation, and in support of our ongoing efforts to cultivate and inspire local youth in our communities, I am pleased to announce our continued participation in the 2022 Miami-Dade County Public Schools Summer Youth Internship Program (SYIP). Working collaboratively with our partners: Miami-Dade County Public School (MDCPS), CareerSource South Florida, The Children's Trust, Educational Federal Credit Union and Foundation for the New Education Initiatives, Inc., we are offering paid internship opportunities for this summer. The SYIP will include high school students between the ages of 15 - 18 years of age, in 10th – 12th grade and enrolled in a Miami-Dade County Public High School. The program will commence on July 1, 2022, and end on August 5, 2022.

Participating students will be exposed to various County operations and gain an understanding about the critical services provided to residents, visitors and the community and the impact to the community. The SYIP program is a five-week paid internship designed to enhance students' knowledge about County government, employability skills, and financial literacy. Additionally, students may be able to earn academic and dual enrollment credit.

I invite County employees at our various locations to serve as mentors whether in-person or virtually. This is an excellent opportunity to make a difference in the lives of our youth. Departmental representatives will be able to interview prospective students in person or virtually. An orientation session, facilitated by the Human Resources Department, will be held for students and prospective mentors on July 1, 2022.

To participate in this year's program, please complete the attached 2022 Summer Youth Internship Request Form, identifying internship opportunities that will be available in your department. The form should be submitted to Ms. Kathy L. Horton, Manager, Recruitment, at Kathy.Horton@miamidade.gov before May 6, 2022. Should you have any questions or require additional information, please contact Ms. Horton at (305) 375-2668.

Thank you for your continued support and participation.

Attachments

c: Honorable Chairman Jose “Pepe” Diaz
   and Members, Board of County Commissioners
   Honorable Harvey Ruvin, Clerk of Courts
   Honorable Pedro J. Garcia, Property Appraiser
   Geri Bonzon-Keenan, County Attorney
   Gerald K. Sanchez, First County Attorney
   Jess M. McCarty, Executive Assistant County Attorney
   Office of the Mayor Senior Staff
   Felix Jimenez, Inspector General
   Jose J. Arrojo, Executive Director, Commission on Ethics and Public Trust
   Javier A. Betancourt, Executive Director, Citizens’ Independent Transportation Trust
   Aileen Bouclé, Executive Director, Transportation Planning Organization
   Basia Pruna, Director, Clerk of the Board
   William Diggs, Executive Director, Miami-Dade Economic Advocacy Trust
   Jennifer Moon, Chief, Office of Policy and Budgetary Affairs
   Yinka Majekodunmi, Commission Auditor
   Department Personnel Representatives
2022 Summer Youth Internship Program (SYIP) Departmental Request Form
Please return the completed Request Form to: Kathy.Horton@miamidade.gov
For questions, please call Kathy L. Horton at (305) 375-2668

| Department: | |
| Department Contact: | |
| Title: | |
| Telephone: | |
| E-mail address: | |
| In-person, Virtual or Hybrid | |

**Job Opportunities**

| Job Title: | |
| Job Site Contact Person: | |
| Job Site Contact Number/Email: | |
| Job Site Address/Location: | |
| Work Schedule: | |
| Job Functions: | |
| Number of Positions: | |

| Job Title: | |
| Job Site Contact Person: | |
| Job Site Contact Number/Email: | |
| Job Site Address/Location: | |
| Work Schedule: | |
| Job Functions: | |
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| Job Title: | |
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| Job Site Contact Number/Email: | |
| Job Site Address/Location: | |
| Work Schedule: | |
| Job Functions: | |
| Number of Positions: | |

**Total number of positions for department:**
MIAMI-DADE COUNTY PUBLIC SCHOOLS
SUMMER YOUTH INTERNSHIP PROGRAM 2022

DATES/LENGTH
July 1, 2022 – August 5, 2022 (Tentative)
All eligibility documentation must be submitted by the deadline of May 27, 2022.
Online pre-internship course needs to be completed within 30 days of issuance
but no later than May 13, 2022.

REQUIRED HOURS
150 HOURS – All hours must be completed during the dates of the
SYIP Program (July 1 - August 5, 2022)

SUGGESTED SCHEDULE
30 HOURS PART TIME WEEKLY (Five Weeks)

WORK MODALITY
IN-PERSON (following CDC COVID-19 guidelines), VIRTUAL or HYBRID

STUDENT POPULATION
Rising 10th through 12th Grade high school students between the ages of 15-18
and enrolled in a Miami-Dade County Public High School

ELIGIBILITY
Students must:
• Be eligible to work in the U.S. and a resident of Miami-Dade County
• Be currently enrolled in a Miami-Dade County Public Schools high school
• Open an account with the EdFed - The Educational Federal Credit Union*
• Complete the online pre-internship course, submit ALL documents, and register for
  internship hiring process through miamiinterns.org
• Priority will be given to at-risk students who meet one of the following criteria:
  Free/Reduced Lunch or English Language Learners (ELL) or Truant (15 or more
  unexcused absences).

INTERNSHIP PROVIDERS
All new and former employers must register at miamiinterns.org
Note: Organizations can select and hire up to 10 interns during the program. If you
need additional information, please call the internship hotline at 305-693-3005.

STUDENT INTERVIEWS
Employers may schedule interviews in-person or virtually. (Zoom, Microsoft Teams, etc.)

Please Note: The internship provider (Internship Employer) has the final say on the selection
of the student intern pending that the student has met established criteria.

METHOD OF PAYMENT
Sponsored by CareerSource South Florida, The Children’s Trust, Miami-Dade County,
and EdFed - The Educational Federal Credit Union

1) Summer Youth Internship Program (SYIP)
   Students will receive two payments:
   • 1st payment July 20 - $750.00
   • 2nd payment August 10 - $750.00 - after all assignments and timesheets are
     submitted to teacher

2) Students must open an account by May 27, 2022 with the EdFed - The
   Educational Federal Credit Union the official credit union of the SYIP Program

3) Payment by COMPANY PAYROLL – paid directly to student

SUPERVISION
A workplace supervisor from the employing organization will evaluate the intern twice during
the internship and an M-DCPS teacher supervisor will be assigned to the intern and will
communicate twice with the workplace supervisor and intern (two on-site or virtual visits
during the 5-week internship period).

STUDENT ACCIDENT INSURANCE
THERE IS NO LIABILITY FOR THE EMPLOYER AS ALL INTERNS ARE
REQUIRED TO OBTAIN STUDENT ACCIDENT INSURANCE.
(Football insurance not acceptable)
For more information, call the SYIP Hotline at 305-693-3005.

Revised 2/23/2022