Town of Dumfries
Council Meeting

Meeting Date: April 16, 2013

Agenda Item# VI – C

AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

☐ CONSENT AGENDA
☐ PRESENTATION
☐ ACTION ITEM
☐ TOWN MANAGER & STAFF COMMENTS
☐ PUBLIC HEARING
☐ Duly Advertised

PURPOSE OF ITEM:

☐ INFORMATION ONLY
☑ DISCUSSION ONLY
☐ DISCUSSION AND/OR DECISION
☐ Introduction ☐ Resolution
☐ Ordinance ☐ Grant/MOU
☐ By Motion ☐ Bylaws
☐ Certificate

PRESENTER: Cydny A. Neville **PRESENTER TITLE:** Director of Community Services

AGENDA ITEM:

Summer Youth Employment Program

BACKGROUND / SUMMARY:

Attached is the draft, for the 2013 application for the Summer Youth Employment Program. This year's suggested program includes youth working at Dumfries Businesses. Businesses will have to apply to become a 2013 Summer Youth Employment Business Work Location.

ATTACHMENTS:

2013 Summer Youth Employment Application

REQUESTED ACTION: ☐ NO ACTION REQUESTED

FOR MORE INFORMATION, CONTACT: Name: Cydny A. Neville

Phone#: 703.221.3400 x.144 E-mail: cneville@dumfriesva.gov

FOR USE DURING MEETING **VOTE:** ☐ PASSED ☐ NOT PASSED

Y	N		Y	N		Y	N	
☐	☐	Brewer	☐	☐	Foreman	☐	☐	Forrester
☐	☐	Reynolds	☐	☐	Toney	☐	☐	Washington
☐	☐	Wood						

DUMFRIES, VIRGINIA
Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

17755 Main Street
Dumfries, Virginia 22026-2386
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

Town of Dumfries 2013 Summer Youth Employment Program

Program Overview

The Dumfries Summer Youth Employment Program will provide an opportunity for our area students to get an in-depth, hands-on experience on the internal workings of Town Hall and Town Businesses, as well as develop leadership skills through service based learning, earn money, and acquire business skills through hands-on training, and network with Town Business leaders.

Fifteen participants will be paid an hourly wage of $8.00 an hour for a 15-hour work week. Work hours will be between the hours of 9am-3pm. (Exact hours will be determined after selection of program participants).

The Summer Youth Employment Program offers gainful summer employment for six weeks, in a positive, engaging atmosphere.

Eligibility Requirements

Students who are 15 -18 years of age, who are residents of the incorporated Town of Dumfries, are eligible for employment without regard to social, economic, racial, or ethnic backgrounds. Students must have no history of serious criminal or other antisocial behavior that might endanger their safety or that of others; have or be able to obtain a work permit as required under the laws of Virginia; have a Social Security number or have completed an application to secure one; must not be a relative to any Town of Dumfries employee, or Council member; be willing and able to work scheduled duty hours and participate in all assigned tasks.

How to Apply

To apply, students meeting these qualifications should complete the Summer Youth Employment Program application form, submit the 500 word essay along with (2) reference forms and return it by **June 14, 2013 at noon.** Applications must be mailed to:

Town of Dumfries
Summer Youth Employment Program
Attn: Ms. Cydny A. Neville, MAEd
17755 Main Street
Dumfries, Virginia 22026

Applicants will be selected for the program via the Selection Committee and will be notified of selection by June 24, 2013.

Town of Dumfries Summer Youth Employment Program Application

Print or Type all answers. All questions and statements must be answered to determine applicant's eligibility and availability. *Incomplete applications will be rejected.* During the term of employment, you must be at least 15 years of age and not have reached age 19.

Name: (Last First Middle Initial)

_____

Mailing Address: (Street or P.O Box)

_____

_____
City State Zip Code

____ Female ____ Male

Email:_____

Date of Birth _____ /_____ /_____
Month Day Year

_____
Current Grade in School School Address

_____
School Guidance Counselor Name & Contact Information

_____
Emergency Contact Information Relationship to Student

_____-_____-_____ _____ - _____ - _____
Home Phone Cell Phone

_____ -_____ - _____ _____
Work Phone Email Address

Applicant's Statement

I am familiar with the Town of Dumfries Summer Youth Employment Program and I am interested in working for the local government. If selected for the program, I will obtain a work permit if necessary. I have or am applying for a social security number. I am a permanent resident of the United States or its territories or possessions. I do not have a history of serious criminal or other antisocial behavior that might jeopardize my safety or that of others. I am not an immediate relative of any Town of Dumfries employee, Council member, or member of any Boards or Commissions. I understand that I will not be compensated for the hours I do not work. I agree to a criminal background check if required. I also agree to complete all assignments required of me, while in the Summer Employment Program; failure to do so, may result in my dismissal.

I certify that all information I have given is true and correct to the best of my knowledge. Incorrect or false statements will constitute grounds for immediate dismissal.

_____

Signature of Applicant Date

Parental Consent

I am familiar with the Town's Summer Youth Employment Program and the applicant has my permission to participate.

_____

Signature of Parent or Guardian Date

_____

Printed Name of Parent or Guardian Contact Information

Essay Requirement

Each student applying for the Summer Youth Employment Program must submit their 500 word essay along with their completed application and 2 reference forms. In 500 words answer one of the questions below. All essays must be typed and attached to the application.

Question A: Careers in Town of Dumfries include the areas of: Administration, Community Development, Planning & Zoning, Community Services, Public Works, Information Technology, the Police Department, and serving on the Council; in which area of Town government would you like to pursue a career? Why do you choose this career? What steps will you take to begin a career in your desired field?

Question B: In addition to Town government related job opportunities, there are many opportunities for Entrepreneurs in the Town, as well as careers in the non-profit field. If you could start your own business, what field would it be in, and why? What steps would you take to begin your own business?

Question C: If you could work for a non-profit business in the Town of Dumfries, which non-profit would you like to work for, and why? What steps would you take to begin your career with non-profit businesses?

Please include details about your past experiences (paid employment or volunteer), as well as experiences with teamwork on projects (projects can be school, work, or volunteer related).

Release to Reprint Clause: I grant the Town of Dumfries permission to reprint my essay submission in future Town of Dumfries promotional, marketing and tourism materials.

_____ _____

Student Signature **Date**

(Be sure to attach your essay to your application)
(Attach separate sheet if necessary)

Eligibility and Application Checklist

___Area school students age 15-18 years old
___Students must live within the incorporated boundaries of the Town
___Students must provide 2 reference forms
___Students must provide a copy of their 3rd Quarter report card.
___Students must submit a 500 word essay to accompany their application
___Students must not be an immediate relative of any Town of Dumfries employee, or Council member

Why should I participate?

The competitive nature of the college admissions process requires prospective students to present a well-rounded resume to include exposure to a variety of experiences and opportunities. The Summer Youth Employment Program will help provide students with valuable local government workplace experience and help them to develop leadership skills.

Work Hours:

Students will be considered part-time employees and work 15 hours per week, Monday-Friday 9:00am-3:00pm. (Please see the Program Overview on page 1 for details on hours). The Director of Community Services who will supervise the overall program, in addition to those who choose to work with the Department of Community Services. The six-week program will run from Monday July 8th through Friday, August 16th.

Pay:

Students will earn a wage of $8.00 an hour.

What are my responsibilities?

Participants are responsible for:

*Conducting themselves in a professional manner, including maintaining cooperative relationships with Town staff, completing required tasks accurately and on time, supporting and following program rules, policies and procedures.

*Reporting to Town Hall as scheduled and on time.

*Working within the limits of their skills and training, handling duties and employment responsibilities by consulting the Director of Community Services in a timely manner.

*Dressing appropriately for the business workplace environment.

*Maintaining a daily log of hours worked.

*Cell phone usage and other electronic device usage will only be allowed during the daily lunch hour.

*Participants must attend one evening Council meeting during the 6-week program.

Town History

Dumfries history began as early as 1690 when Richard Gibson erected a gristmill on Quantico Creek. A customhouse and warehouse followed in 1731, and many others cropped up along the estuary by 1732. Prince William County was formed and took its name from Prince William Augustus, the second son of King George II of England.

The Town of Dumfries was formally established on 60 acres of land at the head of the harbor of Quantico Creek, provided by John Graham. He named the town after his birthplace, Dumfrieshire, Scotland.

After much political maneuvering, the General Assembly established Dumfries as the first of seven townships in the county. Dumfries received its charter on May 11, 1749 ~ making it the oldest continuously chartered town in Virginia.

When Dumfries became the second leading port in Colonial America receiving tobacco from the upland, it rivaled New York, Philadelphia and Boston. Dumfries peaked in size and importance in 1763. For about 15 years Dumfries was a thriving port when several factors brought about its demise: the Revolutionary War, erosion and siltation, and the shift in the main shipping commodity (from tobacco to wheat and sugar).

The Town of Dumfries is only 1.63 square miles in size and our 2009 estimated Census results states our population as 4,954.

Town Government

The Town Government is comprised of seven members who are elected to serve their community. The current Council members are as follows:

Mayor, Gerald M. Foreman II
Vice Mayor, Willie J. Toney
Councilman Charles Brewer
Council Lady Kristin W. Forrester
Council Lady Gwen P. Washington
Councilman Derrick R. Wood
Council Lady Helen Reynolds

The Town Council meets twice a month to discuss relative issues impacting the community at large. These meetings are held the first and third Tuesday of each month at 7pm in the Town Council Chambers. The meetings are televised and can be viewed online, or on Comcast Channel 2 or on Verizon Channel 35.

Town Staff

The Town Staff is led by the Town Manager and is comprised of seven separate service departments to include Administration, Community Development, Planning and Zoning, Community Services, Information Technology, Public Works and the Police Department. The Town currently employs 28 full-time employees.

Town of Dumfries Summer Youth Employment Reference Form

The Town of Dumfries Summer Youth Employment Program application process requires submission of two (2) references. Both references should be from a current teacher or school staff member. The applicant should complete Section I and forward the form to the persons who will be completing the reference questions in Section II. Once the reference is completed, the reference should be returned to the applicant in a sealed envelope. The applicant must submit the completed references along with their application and required essay and submit all documentation to the Town by the deadline of June 13, 2012 at noon, to be considered an eligible candidate for the summer program.

Section I (to be completed by student applicant)

Name:_____
First Name Middle Initial Last Name

____Male ____Female

School Currently Attending:_____

I am applying for the Town of Dumfries Summer Youth Employment Program. Please complete the evaluation below and return the completed reference form to me in a sealed envelope.

Applicant's Signature:_____ Date:_____

Section II (to be completed by person providing reference)

Teacher or School Staff Member's Name:_____

Position:_____ School Name:_____

Work Phone:_____ Email:_____

How long have you known this student and in what capacity?

_____

In a few words please describe this student:_____

_____

Is the applicant honest & trustworthy? _____Yes _____No

Do you know of any circumstances or personal traits that would be cause for concern in employing the applicant for the Dumfries Summer Youth Employment Program? _____Yes ____No

If Yes, please exlain:_____

_____

Teacher or School Staff Signature:_____ Date:_____

Please put the completed reference form in an envelope, seal it, and sign across the seal and return to the student applicant. The applicant must submit the sealed reference forms, 500 word essay and completed application to the Town of Dumfries NLT: June 14, 2013 at noon.

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