

Position Description Template

Organization Name: _____

Department, Bureau, or School, if applicable: _____

Site Supervisor Name (First and Last): _____

Site Supervisor Phone: _____ **Site Supervisor Email:** _____

Worksite Address, including zip code: _____

Industry (choose one):

- | | |
|---|---|
| <input type="checkbox"/> Accommodation and Food Services | <input type="checkbox"/> Mining, Quarrying, and Oil and Gas Extraction |
| <input type="checkbox"/> Administrative and Support and Waste Management and Remediation Services | <input type="checkbox"/> Other Services (except Public Administration) |
| <input type="checkbox"/> Agriculture, Forestry, Fishing and Hunting | <input type="checkbox"/> Professional, Scientific, and Technical Services |
| <input type="checkbox"/> Arts, Entertainment, and Recreation | <input type="checkbox"/> Public Administration |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Real Estate and Rental and Leasing |
| <input type="checkbox"/> Educational Services | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Finance and Insurance | <input type="checkbox"/> Transportation & Warehousing |
| <input type="checkbox"/> Health Care and Social Assistance | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Information | <input type="checkbox"/> Wholesale Trade |
| <input type="checkbox"/> Management of Companies and Enterprises | |
| <input type="checkbox"/> Manufacturing | |

Position Title: _____

Program age range is 16-24. If you have further age restrictions, list them here: _____

What screening requirements do you require before accepting a youth placement?

- In-person site visit
- Virtual pre-hire meeting
- Background check – [Background Check Addendum](#) required
- The position will require the participant to drive for work purposes
- Youth must have a CPR/First Aid Card before they start
- Youth must have a Food Handler’s Card before they start

We are **not able to provide youth resumes, cover letters, or writing samples.*

Physical Requirements (if any):

Desired skills, such as computer or language skills:

Additional Points of Contact (please describe their involvement and provide contact info):

How many **open** positions should we publicly post on the SummerWorks site?

*How many **closed** positions (we create a hidden position for a 16 to 24-year-old you identify)

Number of interns you will accept **total** **The **sum** of the prior two numbers:

_____ + _____ = _____

*Closed positions are **ONLY** available to worksites with a Worksystems Community Referral Partnership Agreement in place. To determine if you are eligible to refer youth into the program, contact info@summerworks.org. For closed referrals, please note that you are responsible for screening candidates before referring them.

Position Description - REQUIRED

Short description or bullet points of what work the youth will do during the internship.

Will any work be done remotely?

Please note: remote work has special program requirements. Please discuss with your worksite liaison to determine if the position is a good fit for our program.

Fully in-person

Hybrid

Fully remote

Schedule

Provide a range of expected **number of hours per week**. Please name whether the days/times you provide below are **required or optional** and any days/times you are closed.

When do you want to bring on an intern?

As soon as possible Sometime in the future (provide date here): _____

Is there a deadline for placement? Put another way, is there a date we should remove the position?

No end date Remove on this date: _____