



2023 STUDENT INTERNSHIP EXPERIENCE PROGRAM



Allegany-Steuben Counties Chapter NYSARC, Inc.
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What is Student Internship Experience Program?

The Student Internship Experience Program gives youth, ages 16-21, an opportunity to work and earn money during the summer. The Arc Allegany-Steuben will do our best to find work in the communities where youth live and positions that are in their areas of interest. All placements must adhere to Department of Labor regulations pertaining to the employment of minors. Each student will have the aide of an on-site job coach throughout each of their shifts. We will pay \$14.20 per hour and youth will work between 10 and 15 hours per week for 6 - 7 weeks.

Eligibility for Student Internship Experience Program 2023

Youth who have a diagnosed disability and documented need for additional training and support.

How do I apply?

Fill out the application, in its entirety, and hand them in to your school guidance office or directly to The Arc Allegany-Steuben by Thursday June 1, 2023.

How will The Arc Allegany-Steuben contact me?

You need to give us phone numbers where we can reach you. You need to have voicemail set up, check your messages and clear them out to make room for new ones.

Check your mailbox!

We may send you mail/email, and it is important that you read it and respond if you are interested in working.

Papers you will need to hand in at the time of hire:

- A copy of your **Social Security Card and/or Birth Certificate**. If you have a state issued photo ID card (i.e. non-driver ID card, learner's permit or driver's license) you only need to produce either a social security card or birth certificate.
- A copy of your state issued photo ID card (i.e. non-driver ID card, learner's permit or driver's license) if you have one.
- Working Papers** - If you are under the age of 18, you **MUST** have up-to-date working papers.

REMEMBER- We will CALL YOU regarding the Student Internship Experience Program! If we cannot reach you by phone, you cannot be selected for a summer job!

Parent/Youth On-Boarding

All youth who are selected for program participation will need to complete our on-boarding process. Youth who are age 17 or younger must attend with a parent or legal guardian, as we have paperwork that will need to be completed. At this meeting, we discuss the rules of the job, hours, transportation, pay dates, and other information. You will also be required to complete an approved safety training. If you fail to attend this meeting, you cannot be hired.

What if I change my mind or get a different job?

If you decide NOT to continue with the hiring process for any reason, it is very important that you CALL US at (585) 593-5700 to let us know.

What if I have questions?

Call us or email us! We want to answer your questions!

Christina Lyon, Director of Vocational Services: (585) 593-5700 ext. 227, christina.lyon@thearcas.org

Daniel Shutt, Associate Director of Vocational Services: (585) 593-5700 ext. 233, daniel.shutt@thearcas.org