

MEMORANDUM OF UNDERSTANDING
BETWEEN
CAREERSOURCE CENTRAL FLORIDA, CITY OF ORLANDO, AND
ORLANDO COMMUNITY & YOUTH TRUST, INC.
FOR A
CITY OF ORLANDO SUMMER YOUTH EMPLOYMENT PROGRAM

This Memorandum of Understanding (“MOU”) sets forth the terms and understanding between CareerSource Central Florida (“CareerSource”), the City of Orlando’s Families, Parks and Recreation Department (“City”), and the Orlando Community & Youth Trust, Inc (“Trust”).

Purpose

The City of Orlando’s Families, Parks and Recreation Department, Orlando Community & Youth Trust, and CareerSource Central Florida will collaborate to offer a City of Orlando Summer Youth Employment Program (“Summer Program”) to youth during the summer of 2019. The Summer Program will serve 400 youth who reside within the boundaries of the City of Orlando. The Summer Program will offer mentoring, occupational skills training, leadership development, financial literacy education and a paid summer internship opportunity to participating youth during the summer of 2019.

Parties agree to carry out the following activities:

The City, Trust and CareerSource will collaborate to offer a City of Orlando Summer Youth Employment Program (“Summer Program”) to youth during the summer of 2019. The Summer Program will serve 400 youth who reside within the boundaries of the City of Orlando. The Summer Program will offer mentoring, occupational skills training, leadership development, financial literacy education and a paid summer internship opportunity to participating youth during the summer of 2019.

Cooperation:

Services to be rendered by CareerSource are as follows:

- Provide direct funding for up to 250 youth, who meet CareerSource’s program eligibility requirements, to participate in the 2019 Summer Program
- Compensate up to 250 interns at a rate of \$11.00 an hour for a maximum of 30 hours a week for seven weeks
- Provide incentives for registered youth who complete the work readiness training course
- Provide food and beverage for up to 250 participants while they attend the work skills training course
- Assist in identifying youth who reside in the City of Orlando who meet CareerSource’s eligibility requirements
- Create an online application to be used to recruit and hire the 250 youth participating in the CareerSource program, maintain a database of these applicants and provide the City with access to the data
- Assist in identifying 250 positions with local businesses and organizations to serve as host worksites for the summer internships
- Execute worksite agreements with all eligible businesses identified by City and CareerSource to serve as host worksites

- Collaborate with the City and Trust to provide administrative oversight and case management services for youth participating in the Summer Program
- Share close-out documentation at the conclusion of the program's completion date

Services to be rendered by the City and the Trust are as follows:

- Provide summer employment opportunities, in collaboration between the two parties, for 150 additional youth who are not registered with CareerSource Central Florida
- Assist in recruiting 250 youth who reside in the City of Orlando, who meet CareerSource's hiring requirements for the Summer Program
- Assist in identifying 250 positions with local businesses and organizations to serve as host worksites for the summer internships
- Provide marketing material to promote the summer opportunities
- Co-brand the summer initiative, listing CareerSource as a presenting partner
- Provide materials to local high schools to promote the program
- Secure a location(s) to host the work readiness training courses, and facilitate the training in cooperation with CareerSource
- Work collaboratively with CareerSource to monitor the interns' performance throughout the Summer Program
- Assist with the distribution and collection of end-of-program surveys to the interns
- Designate a point of contact for each party, who will be accessible to the CareerSource's Career Services Consultants

City of Orlando

Attest:

By _____
Mayor/ Pro Tem

Denise Aldridge, City Clerk

Date: _____

Orlando Community & Youth Trust, Inc.

CareerSource Central Florida

By _____
Lisa Early, Board Chair

By _____
Pamela Nabors, President/CEO

Date: _____

Date: _____