

PDX Youth@SummerWorks 2021 Internship Guide

1

APPLY!

www.SummerWorksPDX.org
Or ask for a paper application.

2

LEARN!

Complete orientation and begin
Career Labs!
Email your signed participant agreement.

3

GET MATCHED!

Talk with your coach!
Coaches match youth with opportunities.
Coaches contact youth with offers.

4

GET HIRED!

Attend a 1-hour workshop!
Complete hiring forms.
Ask your coach about what to bring.

5

WORK!

Report to your worksite!
Earn \$14 per hour.
Timecards are due on Sundays;
paydays are every other Monday.

6

GET TRAINING!

Ask your coach how to
earn 0.5 high school credit.

7

FINISH!

What's next?
Complete your evaluation form.
Ask your coach about next steps.

GET HELP!

503-478-7378
help@SummerWorksPDX.org