

PDX Youth@SummerWorks 2021: Help My Intern!

Your Worksite Liaison

Your worksite liaison can answer your general questions and help you with issues you and your intern may be experiencing. Your liaison also knows who is coaching each of your interns. Each intern may have a different coach.

Liaison Name _____

Liaison Phone _____ Liaison Email _____

Resources

The PDX Youth@SummerWorks program has many aspects to it. Explore these resources to learn more about:

Time Sheets & Paydays

Time sheets are due every Sunday for the previous week. Paydays are every other Monday. The PDX Youth@SummerWorks calendar lists specific dates.

Youth enter their hours online at the PDX Youth@SummerWorks Payroll website. Go to www.worksystemspay.org and watch the 5-minute video on how to enter hours.

Remember, youth cannot work more than 8 hours a day or 40 hours a week. You will verify your interns' hours with your worksite liaison every week.

Bus Passes & Other Supports

PDX Youth@SummerWorks can supply youth with bus passes and other supports like work clothing. Talk with your worksite liaison if your intern needs these supports.

Career Labs

PDX Youth@SummerWorks includes 10 hours of professional development for each intern. Interns are required to attend this paid training prior to beginning their internship.

Worksite Injury

If an intern is injured while working, administer first aid and then contact your worksite liaison ASAP. Refer to the PDX Youth@SummerWorks handout "Report a Worksite Injury" for detailed information and required forms.

GET HELP! 503-478-7378 | help@SummerWorksPDX.org