



JA Summer Youth Employment Program

# EMPLOYER GUIDE

**Get Started**



**Junior  
Achievement™**  
of San Diego County



# Program Overview

The Summer Youth Employment Program (SYEP) is a workforce development initiative that provides paid work-based learning opportunities for high school students. Participants gain hands-on experience, develop professional skills, and explore career pathways in a supportive environment.

## Program Goals:

- Equip students with foundational work skills.
- Provide mentorship and exposure to real-world workplaces.
- Support employers in building a diverse talent pipeline.

# Program Format

SYEP is a 2-5 week program with students working 20-35 hours per week. Time duration is flexible and based on each individual host site.

Employers can structure student experiences in different ways depending on organizational needs and capacity:

- **Department-Based Placement:** Students are assigned to a single department and work with that team throughout the experience.
- **Rotational Placement:** Students rotate across multiple departments, gaining exposure to different functions.
- **Project-Focused Placement:** Students work on one or two defined projects, either individually or in teams.
- **Mentorship-Heavy Placement:** Students spend more time shadowing, observing, and engaging in career conversations with mentors.

Some sites blend these structures to give students a combination of task work, project ownership, and career exposure.

# Roles & Responsibilities

## Junior Achievement (JA):

- Recruits and prepares students through career readiness training
- Handles all onboarding, payroll, and liability
- Matches students to host sites based on skills, interests, and availability
- Provides pre-program guidance, templates, and sample schedules
- Facilitates ongoing support and troubleshooting throughout the program
- Provides students with transportation to the host site location

## Host Site:

- Provides safe, structured, and welcoming work environment
- Helps create job descriptions and schedule/task matrix
- Assigned supervisor/mentor to oversee and guide students
- Communicates workplace expectations to students clearly
- Provides meaningful tasks, projects, and learning opportunities
- Supports student capstone work and presentations
- Completes midpoint and final evaluation/ feedback

## Shared Responsibilities:

- Compensation for student wages will be a shared cost between JA and host site partners
- Prepare students for future careers and professional success



# Employer Timeline



## January - Explore & Plan

- Initial meetings with JA team
- Discuss program structure and expectations
- Begin thinking about logistics, capacity, and potential roles for students



## February - Confirm & Prepare

- Confirm your sites participation
- Identify number of students, dates/ times, and student roles



## March - Build the Experience

- Assign an internal point of contact/ supervisor
- Draft a job description (with JA support)
- Build a schedule or matrix
- Provide JA with any additional onboarding requirements



## April - Student Recruitment

- Students Review job descriptions
- Students apply and interview with JA for placements
- JA matches students to employers based on interest and fit



## May - Matching & Onboarding

- Employers receive student names and meet students
- JA facilitates any onboarding or additional requirements
- Employers and JA finalize matrices and weekly schedule

## June - SYEP Launch

- JA provides onboarding support and check-ins
- Students complete and present capstone projects
- Employers provide final evaluations and feedback



# Employer Checklist

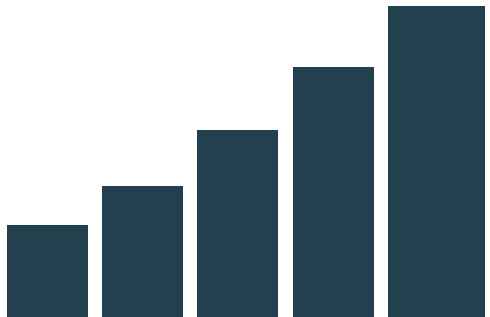
## Before the Program:

- Confirm Number of students
- Assign a Point of Contact for JA and students
- Create a schedule/ task matrix
- Draft job descriptions
- Finalize onboarding requirements with JA

## During the Program:

- Conduct Day 1 orientation with students
- Provide meaningful daily/ weekly tasks
- Hold regular check-ins and feedback sessions
- Incorporate capstone project work into schedule
- Communicate promptly with JA as needed

## End of Program:

- Support Capstone project presentations
  - Complete student evaluations
  - Celebrate student contributions
  - Provide feedback to JA
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# Contact & Support

JA is here for you! We are here as a partner and resource to make the Summer Youth Employment Program a success for both your organization and the students.

How We Support You:

- **Pre-Program Preparation-** We provide orientations, sample schedules, and best practices to help you design a meaningful experience tailored to your workplace.
- **Ongoing Check-Ins-** JA Staff will regularly connect with you and your students to ensure things are running smoothly.
- **Problem-Solving-** If challenges arise, from scheduling conflicts to student support needs, we're here to help address them quickly.



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