



SANDOVAL COUNTY ADMINISTRATIVE OFFICES

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March 8, 2019

DIANNE MAES
County Manager

Greetings!

It is time to start thinking about Sandoval County's Summer Youth Employment Program (SYEP). As you know, the SYEP is funded by the Board of County Commissioners. Youth between the ages of 15 and 17 are eligible to work for twenty (20) hours per week at no cost to participating agencies/organizations. Only government agencies or not-for-profit organizations are eligible to participate in this program.

The SYEP is designed to provide youth with experience applying for a job as well as initial work experience. Supervisors at participating agencies/organizations are expected to provide real, purposeful work and supervision for their youth employees. If you are interested in employing one or more youth through this program, please complete the **EMPLOYER/SUPERVISOR QUESTIONNAIRE** form (enclosed) and return it to Sandoval County Human Resources by 5:00 p.m. **Friday, March 29, 2019**. The **preferred** method is the fillable form located online at <http://www.sandovalcountynm.gov> as that provides the most legible format and assists HR in matching youth employees with supervisors in a timely and efficient manner. If your organization includes more than one department or location, please **complete a form for each department and location** in your organization.

Participating agencies/organizations will be notified of SYEP employee assignments in **early May**. Please be aware that the County cannot guarantee that you will be assigned the number of employees you requested or that you will be assigned any employees at all if we are unable to match a SYEP employee with your organization.

Please reserve June 3rd from 9:00 a.m. to 12:00 p.m. for the mandatory orientation session. It is imperative that someone from your organization attend the orientation or you will not be assigned youth employee(s).

Information for youth applicants, SYEP program guidelines, FAQs, and a calendar of events are available on line at <http://www.sandovalcountynm.gov>.

If you have any questions, please call Sandoval County Human Resources at 505-867-7505, extension 1251, or visit our website.

Sincerely,

Ana T. Chavez

Ana T. Chavez, SYEP Coordinator

Enclosures: SYEP EMPLOYER / SUPERVISOR QUESTIONNAIRE
2019 Calendar of Events and SYEP Program FAQs