

If you are between the ages of 14 and 15, you must follow the 2014 timeline below for Summer Employment.

Step 1. Apply online at www.rochesterworks.org or www.cityofrochester.gov Between February 24 – March 21

Step 2. You must submit paperwork to the Summer of Opportunity Program at its new location in the Rundel Library, 3rd Floor, 115 South Ave, by April 25 or sooner. Please do not mail or fax. Please do not mail or fax.

- A copy of your social security card
- A copy of your work permit
- Recent report card
- Photo ID
- Printout page from the application with your parent and school counselor signatures.

Step 3. Parent/Guardian is invited to a Mandatory one-hour parent orientation at Monroe High School. RSVP is not required. Parent/Guardian can attend one of the days listed below. Late arrivals will not be allowed to enter. Youth are not required to attend.

- Saturday, March 29, 2014 10-11am
- Thursday, April 3, 2014 6-7p
- Saturday, April 5, 2014 10-11a (Spanish Speaking Only)
- Saturday, April 5, 2014 Noon

Step 5. Summer Employment Staff will contact you beginning mid-June regarding your next step for consideration for summer employment. GOOD LUCK!