

CITY OF SANTA CRUZ
CALIFORNIA

Date May 9, 1984

TO All Branch Managers
FROM Director of Libraries
SUBJECT Summer Youth Employment Program

We have an opportunity again this year to acquire youth workers for 20 to 32 hours per week from June 21 to August 22.

My experience with this kind of program is that kids require a lot of supervision, but with the right leadership can do a reasonably helpful job at specific tasks. Below are some of the jobs which spring immediately to mind. Would any Branch Managers who would like one or more kids for the summer please make specific requests for how you would use them on the attached form? I need the information by Wednesday, May 16th.

Kids will be 15 to 18, and will be paid the youth minimum wage, which is (I think) \$3.35 per hour.

Potential jobs, all requiring close supervision:

- Helping sort, box, and whatnot books from Storage for Boulder Creek Branch
- Paging, shelf reading
- Book covering, labelling, repairs
- Mobile story unit to tour Branches/playgrounds
- Bookmobile rider/helper.

ADDED NOTE, BASED ON NEW INFORMATION: Apparently Branch Managers have been negotiating their own arrangements with the Summer Youth people. Okay for this year, but please do not fail to tell the Office who and how many you have, and what they are doing. If you want to deal through my office, fill out the form as described above, but extend the deadline to Friday, May 18.

Thanks,



SANTA CRUZ CITY COUNTY LIBRARY SYSTEM

Summer Youth Program Request Form

Name of Branch or Unit _____

Job Title:

Number of Workers Requested:

Description of Duties:

Skills Required:

Work Schedule:

Name of Supervisor

AMT: 5/9/84