



RISE UP

SUMMER INTERNSHIP PROGRAM June 6 - July 29, 2022

2022

JOB DESCRIPTION + APPLICATION

COMPLETE* and return to:

Lansdowne UP
The Blue Building
1315 Lynch Avenue
East St. Louis, IL 62205

or by email: kellys@lansdowneup.org
or apply online after April 18, 2022 at www.lansdowneup.org

** Acceptance of your application is contingent upon Applicant and Parent commitment signatures.*

DEADLINE: May 1st, 2022

QUESTIONS:

Kelly Sawyer, RISE UP PROGRAM DIRECTOR
(618) 792-3269 kellys@lansdowneup.org

JOB DESCRIPTION

Job Duties

- Learn spiritual disciplines. **God** is our solid foundation.
- Learn **Relationship** skills and how to conduct yourself for success.
- Learn important **Character** traits and principles.
- Learn **Life skills** such as Financial literacy and Winning In Life principles.
- Learn **Job skills** while working in the construction, lawn care, and agricultural industries.
- Clean local property in the Lansdowne Neighborhood by cutting down trees, picking up trash, removing rocks and overgrown brush, displacing dirt from curbs, etc.
- Provide building, lawn maintenance, and miscellaneous work for local neighbors as needed.
- Attend educational field trips in East St. Louis and surrounding areas.
- Maintain a positive attitude, stay open minded and participate in all learning activities. Be adaptable to changes in schedule and duties.

Hours

- Work starts promptly at 7:30 a.m. and ends at approximately 4:00 p.m.
(Times may vary due to current Illinois Health Regulations)
- Monday through Friday
- Start Date: June 6th, 2022 End Date: July 29th, 2022
Dates are contingent upon East St. Louis School District calendar.

Compensation

- \$12.00 per hour
- Paid Bi-Weekly (1st paycheck - June 17th, 2022) (Last paycheck - August 12th, 2022)
- Lunch will be provided for FREE

Equipment

- Your 1st pair of Gloves, Mask, Safety Glasses and Hearing protection will be provided. If you lose these items, you are responsible for bringing your own EACH DAY.
- Lockers will be provided for your personal items to be placed in before work.

JOB GUIDELINES

Attendance

- Is MANDATORY
- If you are going to miss a day of work, you MUST verbally tell (2) supervisors at least **24 hours** in advance.

Grounds for Termination

- Each employee will be given (2) strikes prior to termination
 - Strike (1) - Verbal Warning
 - Strike (2) - No Participation in upcoming field trip
 - Strike (3) - Employee Termination
- Strikes include but are not limited to:
 - Failure to show up for work without 24-hour notice
 - Showing up late for work (if even by 1 minute)
 - Bullying
 - Getting sent home early for ANY reason
 - Lying
 - Using a phone during work hours
 - Not respecting the equipment you will be using
 - Disrespecting the supervisors
 - Cursing
 - Sleeping while doing classroom work
 - Not following Illinois Health Code requirements

Immediate Termination

- Fighting
- Stealing
- Possession of any weapon or illegal drugs

APPLICANT COMMITMENT

By signing below, the applicant agrees to:

- Follow the rules above and respectfully represent the RISE UP Summer Internship Program.
- To approach the Internship with a positive attitude, an open mind, a willingness to learn and participation in all activities.
- Give their best effort to meet and/or exceed Internship requirements each day, all day.
- Understand that all Internship Description details and Guidelines are subject to change.

Applicant Name: _____
(Print)

Applicant Signature: _____

APPLICANT INFORMATION

(Applicants must be male and in High School starting in August 2022)

Applicant's Name: _____

Applicant's Phone #: _____

Applicant's Email: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Birth Date: _____ Current Age: _____

Upcoming School Grade (Check One): 9th 10th 11th 12th

Applicant's T-Shirt Size: _____ Applicant's Shoe Size: _____

PARENT COMMITMENT

As the Applicant's parent or legal guardian, I agree to help my young man succeed in his RISE UP 2022 Summer Internship Program. I will reinforce basic participation requirements and success principles. I will attend any scheduled mandatory Parent meetings or make arrangements to meet privately with the Program Director as needed.

Parent or Legal Guardian's Name: _____
(Print)

Parent/Guardian Signature: _____

Parent/Guardian Phone #: _____

Parent/Guardian Email: _____