



# MGH Summer Jobs Program - 2017

## MGH Youth Programs invites you to host a high school student this summer!

The Summer Jobs Program provides high school students who are rising 10<sup>th</sup> graders – 12<sup>th</sup> graders and recent high school graduates (Class of 2017) with an opportunity to work at MGH during the summer.



### Quick Facts:

- The Summer Jobs Program will run **6 weeks from July 10-August 18**
- **Students/Interns work 25 hours per week Monday through Friday, No evenings or weekends!**
- Students also participate in professional development workshops all trainings are coordinated by MGH Youth Programs



### Roles of Department Hosts/Supervisors:

- **Supervisors serve as mentors and coaches** to the assigned student(s)
- They also ensure that students have opportunities to shadow and observe professionals in the department as appropriate.
- **A Time Keeper must be provided upon registering as a host site\_** interns will be using Kronos system.
- **Supervisors need to monitor student hours** to ensure accuracy of time reporting and that they are staying within 25 hours per week.
- **Attend an orientation session in June (dates to be provided)**
- **Provide students with an orientation of the department** , includes Providing them with instructions on Kronos/time reporting specific to department.



### Benefits to Department Hosts/Supervisors:

- **All All payroll costs are covered by MGH Human Resources- no costs incurred by hosting departments!**
- Great opportunity for **immersing leaders to gain supervisory skills**
- Students bring **new perspective to the work**
- It's a **positive way to engage with youth**

To get started click:

<https://goo.gl/forms/xCIOgc5IAPe2aRyO2>

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