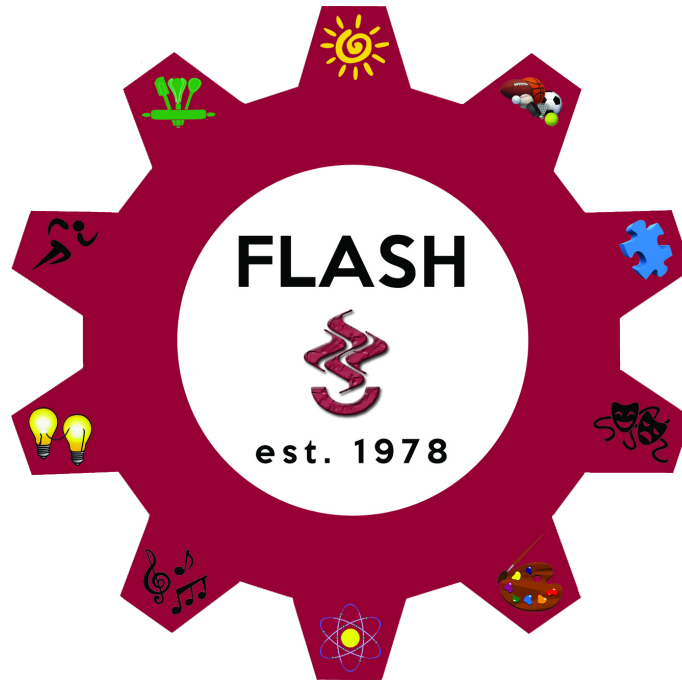


**FLASH STUDENT-WORKER  
EMPLOYMENT PROCEDURES**

**2021**



Limited student-worker positions are available in 2021. All students interested in joining the FLASH team must carefully read and follow the instructions in this packet. Be sure to carefully read the eligibility requirements and the instructions before applying.

Please be aware that all positions are considered tentative until minimum enrollment is met.

Mr. Stanbro, FLASH Coordinator  
Mr. O'Regan, FLASH Assistant Coordinator  
Ms. Walker, FLASH Administrative Secretary

## **ELIGIBILITY FOR FLASH EMPLOYMENT**

### **Eligibility for Volunteer Positions**

To be eligible for volunteer positions at FLASH, students must have completed freshman or sophomore year of high school prior to the start of FLASH.

### **Eligibility for Paid Positions**

To be eligible for paid positions at FLASH, students must have completed junior year of high school (or higher) prior to the start of FLASH.

<b>FLASH Student-Worker Eligibility</b>	
<b>Completed Grade at the start of FLASH</b>	<b>Eligibility to volunteer or work at FLASH</b>
Grade 8	NOT eligible to volunteer or work at FLASH
Grade 9 & 10	Eligible to Volunteer at FLASH
Grade 11, 12 or College	Eligible for paid positions at FLASH

### **ATTENDANCE FOR ALL STUDENT WORKER POSITIONS:**

Student workers must be available for the entire program. Refer to the FLASH dates below.

### **2021 Dates for Employees**

Student-Worker Training	Wednesday, June 9, 7:00 PM on Google Meet
Employee Prep Days	Thursday & Friday, June 17 & 18
In-Session Days	Monday, June 21 - Wednesday, July 14
Employee Clean-Up Day	Thursday, July 15

## **INSTRUCTIONS FOR APPLYING**

If you meet the above eligibility requirements, students may apply for a volunteer or paid position at FLASH. Whether applying for a volunteer position or paid position, ALL students must complete the following steps:

### **ALL FLASH Student Worker Applicants**

- ❑ Submit an online application through the Summit Public Schools' Applitrack Internal portal, beginning **Friday, April 9**. Online applications will close on **Wednesday, April 21** (Dates subject to change)
- ❑ Include a brief paragraph explaining why you would like to be part of FLASH and what qualities you can bring to the program. This should be typed in the "Additional Comments" section of the online application.
- ❑ Teacher Recommendation Online Form must be complete by a teacher by **Wednesday, April 21**
  - > You must ask your teacher at least 1 week before the deadline
  - > Recommendation Instructions are on page 4 of this packet
- ❑ Ensure you are available for ALL FLASH days (located on page 2 of this packet)

Applicants who make it through the screening process may be invited in for an interview with the FLASH Coordinators.

All hired student-workers (paid and volunteer), must attend the FLASH Introduction & Training (FIT) session. This will be held on **Wednesday, June 9** (Date subject to change). At this meeting, we will review important program information, which includes responsibilities and expectations, as well as finishing the rest of the hiring process. Attendance is mandatory.

If the necessary paperwork is not completed by the required deadlines, students will be ineligible to work at FLASH in 2021.

## TEACHER RECOMMENDATIONS FOR STUDENT-WORKERS

Student-Worker Applicants Instructions: Please print your first & last name on the line towards the bottom of this page where it says *Student-Worker Applicant Name*. Please select a teacher willing to fill out a short teacher recommendation form on your behalf. Be sure to hand this letter to the teacher at least one week before the recommendation due date.

2021 Student-Worker Application & Teacher Recommendation Due Date: **Wednesday, April 21**

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Dear Teacher,

FLASH hires a collection of student-workers each summer to assist teachers and work with FLASH students in various elective classes. Student-worker applicants are expected to apply and ask for a teacher recommendation in order to be eligible for FLASH employment.

Out of respect for your time, FLASH has switched from a formal recommendation letter to a Google Form in 2020. We will use this form again in 2021. We ask that you go to the following website and fill out a recommendation for:

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*Student-Worker Applicant Name*

The Recommendation Form can be accessed at: [www.summitflash.com/employment](http://www.summitflash.com/employment)  
Click the link that reads *Teacher Recommendations for Student-Workers - Click Here*

Teachers, if you have any questions or concerns, please contact Matt Stanbro or Bill O'Regan.

Thank you,

Matt Stanbro  
FLASH Coordinator  
flash@summit.k12.n.jus

Bill O'Regan  
FLASH Asst. Coordinator  
woregan@summit.k12.nj.us