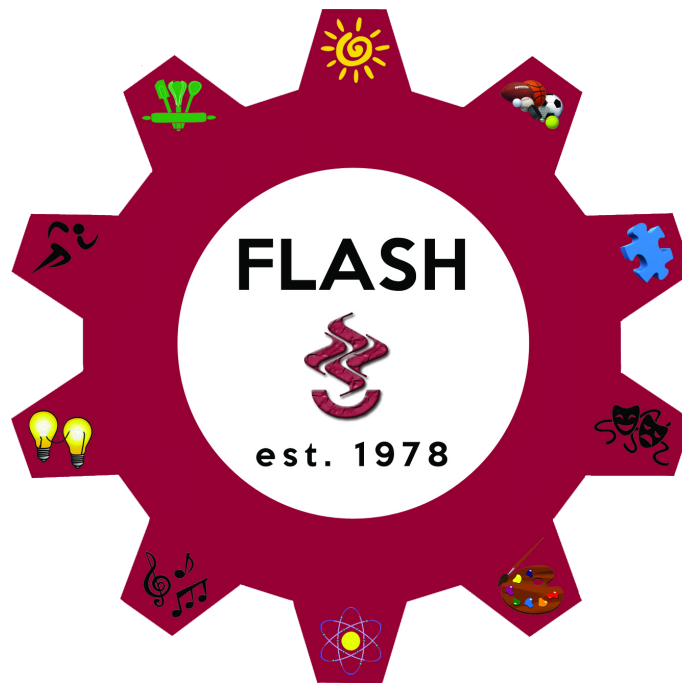


**FLASH STUDENT-WORKER  
EMPLOYMENT PROCEDURES**

**2019**



All students interested in joining our 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.

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 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 9	NOT eligible to volunteer or work at FLASH
Grade 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 4-week program. Refer to the FLASH dates below.

#### 2019 Dates for Employees:

Teacher Preparation Days & Orientation:	Tuesday, June 25 - Wednesday, June 26
Regular FLASH Days:	Monday, July 1 - Thursday, July 25 (No FLASH on 7/4 or 7/5)
Closing Ceremony:	Thursday, July 25 (Evening)
Teacher Clean-Up Day:	Friday, July 26

## **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:

### **Returning FLASH Student-Worker Applicants** (You were hired and worked as a student worker in 2018)

- Submit an online application through the Summit Public Schools' Applitrack Internal portal, beginning Wednesday, March 20. Online applications will close on Friday, April 12 (Dates subject to change)
- Ensure you are available for ALL FLASH days (located on the Eligibility Page)

### **New FLASH Student Worker Applicants**

- Submit an online application through the Summit Public Schools' Applitrack Internal portal, beginning Wednesday, March 20. Online applications will close on Friday, April 12 (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.
- Submit a Teacher Recommendation Letter by Friday, April 12
  - > You must ask your teacher at least 1 week before you need the letter
  - > Recommendation Letters should be submitted to Mrs. Walker (SHS Main Office)
- Ensure you are available for ALL FLASH days (located on the Eligibility Page)

Returning student-workers will be notified of status via email AFTER online applications close. New applicants who make it through the screening process may be invited in for an interview with the FLASH Administration.

All hired student-workers (paid and volunteer), must attend the FLASH Introduction & Training (FIT) session. This will be held on Thursday, June 6 (Date subject to change). At this meeting, we will be reviewing 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 2019.