

Human Services Center Corp.

Westinghouse Valley Human Services Center
519 Penn Avenue, Turtle Creek, PA 15145-2057
(412) 829-7112 Fax (412) 829-4363
Website: www.hsc-mvpc.org

Dear Student:

Thank you for your interest in the Emerging Leaders Program at the Human Services Center in Turtle Creek. This is a great opportunity for you to prepare for your future, meet new people, learn many new things, and earn some money. The space is limited and we will only be accepting the most qualified of applicants. Please take a moment to read the attached information, complete the application, and mail or drop it off at the Human Services Center Corporation 519 Penn Avenue Turtle Creek, PA 15145. **Please be sure to return your application as soon as possible.** I will call all applicants to inform them of their acceptance status.

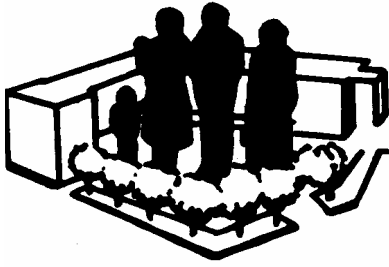
Please try your best on the application as there is limited space. Priority will be given to applicants who submit their fully and correctly completed application in a timely manner and who live in the Woodland Hills, East Allegheny School District, and McKeesport. **If you are accepted, you and at least one parent MUST attend one orientation session before beginning the program.** I will be in contact with each accepted applicant to arrange an orientation session.

If you have any questions feel free to call me at 412-829-7112. I eagerly look forward to working with you in the future!

Sincerely,

Lauren Hyslop

Lauren Hyslop
Youth Development Director



Human Services Center Corp.

Westinghouse Valley Human Services Center
519 Penn Avenue, Turtle Creek, PA 15145-2057
(412) 829-7112 Fax (412) 829-4363
Website: www.hsc-mvpc.org

MEMORANDUM:

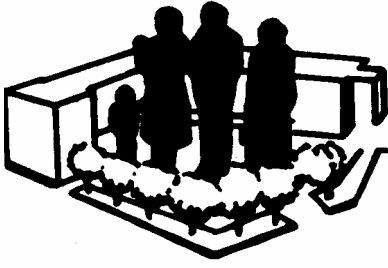
The Human Services Center Corporation (HSCC) is seeking highly motivated and responsible youth, interested in building their job readiness skills, between the **ages of 14 and 18 with a GPA of 2.5 or greater** and who live in the Woodland Hills, East Allegheny, McKeesport, Steel Valley, Clairton, Duquesne, South Allegheny, Gateway, Wilksburg, Penn Hills, West Mifflin, and Elizabeth Forward School Districts, to be participants in the Emerging Leaders Program (ELP). Below is a copy of the program description. Accompanying this document is an application. The criteria for the youth are listed on the application. Youth should return the completed application to: Lauren Hyslop at the Human Services Center Corporation, 519 Penn Avenue, 2nd Floor, Turtle Creek, PA as soon as possible.

During the months of September through May, ELP participants will attend at least two days of group sessions each week, and at least one field trip each quarter. Additionally, at various times during the year, students will participate in job shadowing experiences, as well as unpaid work experience. Four unexcused absences during one quarter will result in a student's dismissal from the program. When the school year ends in June, the youth will follow a similar schedule as they did during July and August. Students will attend the program one day per week will engage in three hours of career exploration per week. The youth participating in the Emerging Leaders Program will receive stipends from the HSCC, on a quarterly basis, for their completed career exploration hours.

In addition to the application, provided on the next page, **each applicant is required to write a short essay (no more than 100 words) explaining what they would bring to the Emerging Leaders Program and what they hope to get out of the program.** This is an important part of the application. It should be neat and must address both components listed above. After applications and essays are turned in and all interviews are completed, Emerging Leaders Program participants will be selected. Each parent and youth must also attend an orientation session. I will be in contact with you after your application is submitted to arrange an orientation session. **Participation cannot begin until the youth and at least one parent attends an orientation session. Furthermore, it is MANDATORY that all Emerging Leaders participants be enrolled in the Youth Learning in a Fun Environment After-School Program (Youth-LIFE).** Youth-LIFE is an after school program that is staffed through and held at the Human Services Center Corporation that offers academic assistance, cultural awareness enhancement, social skill improvement, and constructive recreational activities. We feel that youth involved in the ELP could benefit from the activities provided through the Youth-LIFE Program. Once you have been accepted to the ELP, you will be given all of the information and application for the Youth-LIFE After School Program. No one will be able to begin the Emerging Leaders Program until all of the above criteria are met. **Please submit your Emerging Leaders Program application as soon as possible.** Applications can be mailed to the address at the top of the page or dropped off in our office Monday through Friday between the hours of 9:00am and 5:00pm.

If you know of any youth who may be interested, please share this information. Encourage youth to do their best on their application, as this is a very competitive process – we will not be able to offer the opportunity to all applicants.

Should you have any questions please do not hesitate to contact **Lauren at 412-829-7112.**



Human Services Center Corp.

Westinghouse Valley Human Services Center
519 Penn Avenue, Turtle Creek, PA 15145-2057
(412) 829-7112 Fax (412) 829-4363
Website: www.hsc-mvpc.org

Emerging Leaders Program Description

PURPOSE:

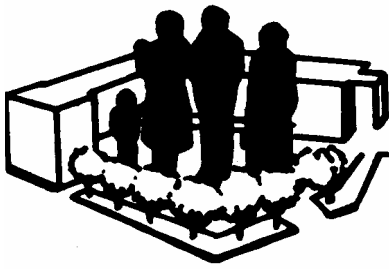
- ❖ Youth participating in the Emerging Leaders Program will have the opportunity to build their job readiness skills, explore different career opportunities through hands-on experiences and field trips, participate in weekly trainings and skill building activities, and improve their study skills and grades.

SUPERVISORY STRUCTURE:

- ❖ ELP participants will be under the supervision of the Youth Development Director, the Associate Director, Youth Programs Assistant Director, AmeriCorps VISTA, and KOOL Summer Program Teachers, and HSCC staff.

SPECIFIC RESPONSIBILITIES:

- ❖ Attend the mandatory sessions each week.
- ❖ Complete at least three hours of job exploration each week.
- ❖ Attend at least one field trip each quarter.
- ❖ Maintain a 2.5 GPA during the school year.
- ❖ Report on time to every training session and career exploration session.
- ❖ Complete bi-weekly time sheets.
- ❖ Do not exceed three unexcused absences during July and August and do not exceed more than four unexcused absences from September through June.
- ❖ Promote a safe and healthy environment.
- ❖ Always be respectful and follow conduct guidelines.



Human Services Center Corp.

Westinghouse Valley Human Services Center
519 Penn Avenue, Turtle Creek, PA 15145-2057
(412) 829-7112 Fax (412) 829-4363
Website: www.hsc-mvpc.org

Emerging Leaders Program Application 2005-2006

CRITERIA TO APPLY:

- ❖ Age Range: 14 to 18 years of age and must be going into eighth grade or higher.
- ❖ Student must possess a cumulative GPA of 2.5 or greater.
- ❖ Parental permission.
- ❖ Willingness to explore different work opportunities, be energetic, responsible, helpful, creative, hardworking, committed, etc.

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Grade: _____ Age: _____

School: _____

Previous Work Experience:

Essay (please include with this application): In no more than 100 words, please explain what you think you will bring to the Emerging Leaders Program and what you hope to get out of the program.

Student's Signature: _____ **Date:** _____

How many people (including yourself) are living in your household? _____

What is your family's average monthly income? \$ _____

Parent's Permission: _____ **Date:** _____

Any additional information you would like to add: _____

