



Neighborhood Design Project 2020 Application

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**Design
Museum**
Boston



The Department of
Human Service Programs
Cambridge Youth Programs & Office of Workforce Development



Neighborhood Design Project 2020 Application



Description

The Neighborhood Design Project (NDP) is a community-based service learning project for Cambridge youth age 14 to 15. Participants will be selected on the quality of their application and interview. The focus of the project is to introduce youth to the world of work through participation in community service learning. Projects often include event planning and media production to raise awareness of community issues. Participants will earn \$12.75 per hour. Priority will be given to 9th grade and 10th graders.

Process

Please read this cover sheet carefully before filling out the application. This program is a paying job and you are expected to be prepared, on time, and have all required documents to work. This cover page will tell you how to apply.

Who can apply?

Any Cambridge youth age 14 to 15 on February 24 who is eligible to work in the US (see documents list on the next page if you are not sure).

What are the hours?


Approximately 4-8 hours per week, in the evening (this varies by youth center and time of year). The program runs February 24 through May 29.


How can I apply?


Step 1: Fill out the attached application, complete with signatures.

Step 2: Bring the application to one of the three locations listed by the deadline February 3, 2020.

Completed applications will be accepted during the following times.

 Weekdays now until February 3, 2020
Office of Workforce Development
51 Inman Street, Cambridge, 1st Floor
8:30 am – 5:00 pm

 Weekdays now until February 3, 2020
Cambridge Rindge & Latin School
Youth Employment Center, Rm 2101
All 3 Lunches Mon-Fri

 Weekdays now until February 3, 2020
Russell, Moses, Gately, Frisoli, and
Moore Youth Centers
Afternoons and Evenings

Step 3: If your application is selected, you will be contacted for an interview. The program is first-come, first serve, so apply as early as possible. You will be contacted about orientation and hiring after your interview if you are selected for the program.



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Interview

You will be contacted for an interview by a youth center representative after we have received your completed application. If you have any questions, contact George Hinds at (617) 349-6268 or ghinds@cambridgema.gov.

Hiring Procedure

If selected for the program after your interview, you will need to fill out paperwork to be hired. We will be processing paperwork at participating youth centers on designated days and times. We will notify youth about when and where to bring their documents when we contact them about being accepted to the program. Please locate the documents, as listed on the right, so that you are ready to be hired, and you must be hired to begin attending.

Help

If you cannot locate your documents and need help, please call or email George Hinds at (617) 349-6268 or ghinds@cambridgema.gov before February 3, 2020.

Documents

Please locate these documents and be prepared to submit them if contacted after your interview.

U.S. Citizens must bring:

Original United States Passport (not expired)
AND photocopy
+
Original Signed Social Security Card AND photocopy

OR

School or Medical Record AND photocopy
+
Original Signed Social Security Card AND photocopy
+
Original Birth Certificate AND photocopy

Non-U.S. Citizens must bring:

Permanent Resident Card AND photocopy
+
Original Signed Social Security Card AND photocopy



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Fill out the following

Name					
First		Middle		Last	
Address				Cambridge	
Number and Street Name		Apt #	City	Zip Code	
Home Phone #		Cell Phone #			
Email					
Date of Birth / /		Age	Grade	Gender	
Name of your school					
Race / Ethnicity (please check all that apply):					
American Indian / Native Alaskan	Black / African American	Asian / Pacific Islander	White / Caucasian	Hispanic / Latin American	Other (please list) _____
Parent / Guardian Name				Emergency Contact #	

I hereby certify that **the applicant listed above is a resident of the City of Cambridge, is authorized to work in the US**, and has my permission to participate in all activities associated with the Neighborhood Design Project. I also give permission for images / recordings of my child / ward to appear in city publications and websites or program-related media accounts, including print, video, and internet publications.

Parent / Guardian Signature	Date / /
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At which youth center would you prefer to work? (Selection does not guarantee placement at your top choice).

Russell	Gately	Moses	No Preference
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Name

First

Middle

Last

Have you ever worked before?

Yes

No

Name of Employer

Date

/

to

/

If yes, please describe your most recent job and responsibilities.

Please list your hobbies, special interests, or skills.

Have you ever used design or design thinking* to solve a problem? If so, please describe your most recent experience.

**Design Thinking is a way to approach challenges that focuses on understanding people, generating lots of possible ideas and concepts, and testing those ideas before moving forward.*

What are some of the problems you would like to improve in your community?

What are some examples of projects which would address these problems? What could you do to change things for the better?

I hereby certify that the information on this application is correct to the best of my knowledge.

Applicant Signature

Date

/

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