

**NYC Department of Youth and
Community Development (DYCD)**

800.246.4646

800.246.4699 (TTY)

www.nyc.gov/html/dycd/html/home/home.shtml

Offers a variety of free youth employment programs to help young people gain workplace experience and further their education (see below). Some programs have eligibility requirements. Call or check websites for further details.

In-School Youth (ISY)

www.nyc.gov/html/dycd/html/jobs/in_school_youth_program.shtml

Provides year-round services to at-risk high school juniors and seniors who meet certain eligibility requirements. Promotes skills attainment, drop-out prevention and high school graduation or attainment of a GED.

**Neighborhood Development Area (NDA)
Youth Employment Programs**

www.nyc.gov/html/dycd/html/jobs/nda_youth_employment_programs.shtml

Learn job searching and interviewing techniques; how to obtain and fill out job applications; as well as appropriate workplace conduct and dress. Click on "Find a Program" for locations and grade and age level designations.

NYC Ladders for Leaders

www.nyc.gov/html/dycd/html/jobs/nycladders_for_leaders.shtml

Apply for paid summer internships with New York City companies and government agencies, and attend professional development workshops. See the website for an application and other requirements. For permanent New York City residents, ages 16 to 21. You must be legally allowed to work in New York, currently a high school junior or senior, college freshman or sophomore, and have prior work experience (paid or volunteer).

Out-of-School Youth (OSY)

www.nyc.gov/html/dycd/html/jobs/out_of_school_youth_program.shtml

Get skills training, assistance with job and college placement and GED preparation. Also offers a wide range of support services to help you succeed in the workplace and in your personal life. Participants receive 12 months of follow-up services upon completion. For young adults, ages 16 to 21, who are not connected to school or work, or who need assistance upgrading their occupational skills.

Summer Youth Employment Program (SYEP)

www.nyc.gov/html/dycd/html/jobs/summer_youth_employment.shtml

Provides New York City youth ages 14 to 21 with summer employment and educational opportunities. Application process usually begins April 1.

Young Adult Internship Program (YAIP)

www.nyc.gov/html/dycd/html/jobs/young_adult_internship_program.shtml

A 14-week internship program for low-income New York City youth, ages 16 to 24, who are not working and not in school.

Youth Connect

800.246.4646 (or dial 311)

www.nyc.gov/html/dycd/html/youth_connect/youth_connect.shtml

This confidential city agency connects those ages 14 to 24 with resources about education, training programs and employment opportunities (see below). Telephone hours are weekdays, 9 AM to 7 PM.

**Opportunities for a Better Tomorrow (OBT),
Opportunity Knocks Young Adult Internship Program**

25 Thornton Street

Brooklyn, NY 11206

718.387.1600

866.O.KNOCKS (718.656.6257)

www.obtjobs.org/index.php/4

Offers six weeks of rigorous business skills training for young adults, ages 17 to 24, who are not in school and are not working, and are residents of Williamsburgh, Bushwick or Greenpoint. Upon completion of the first three weeks of training, an applicant will be evaluated for possible entry into the **Opportunity Knocks Young Adult Internship Program**. Training includes computer skills, business etiquette, financial literacy, public speaking, written business communications, interviewing skills, and more. Free.

Ridgewood/Bushwick Youth Center

Youth and Education Department

1474 Gates Avenue

Brooklyn, NY 11237

718.381.9653

The Youth Employment Program includes job readiness, tutoring, career exploration and counseling and internship opportunities. For low-income, in-school youth, ages 14 to 18. Registration is held in late August. Call for details. Free.

**YOUNG ADULTS: JOB READINESS PREPARATION &
JOB PLACEMENT OPPORTUNITIES**



Education & Job

Information Center

Job Readiness Preparation & Job Placement Opportunities for Young Adults

Education & Job Information Center
Central Library
10 Grand Army Plaza
Brooklyn, NY 11238
718.230.2177

Job Readiness Preparation & Job Placement Opportunities for Young Adults

This brochure lists local Brooklyn and New York City resources for young adults looking for ways to prepare for the workplace and find job opportunities.

Find more resource guides compiled by the Education & Job Information Center at www.brooklynpubliclibrary.org/ejic.jsp

NOTE: Students ages 14 to 17 must have working papers in order to work. All public junior high and high schools in New York City are required to give working papers to students until the last day of the school year.

When school is not in session, call the **Office of Attendance, Department of Education** at 212.374.6095.

Access for Women/NYC College of Technology Expanding Options for Teen Parents & Youth

25 Chapel Street, Fourth Floor
Brooklyn, NY 11201
718.552.1131

Develop academic skills, and learn about Pre-GED preparation, career education and family life counseling. For out-of-school youth, ages 18 to 21. Free.

Catholic Charities of Brooklyn and Queens, Diocese of Brooklyn

Dr. White Community Center

200 Gold Street
Brooklyn, NY 11201
718.875.8801

The Looking into Future Employment (LIFE) Program offers tutoring, counseling, job readiness preparation and paid internships, for ages 14 to 18. Also serves as a Summer Youth Employment participant agency. Free.

Center for Family Life in Sunset Park Youth Employment Program (YEP)

443 39th Street, Third Floor
Brooklyn, NY 11232
718.633.4823

www.cflsp.org/L3pages/YouthEmployment.html

The following programs are free and encourage skills development, support career and educational goals and increase civic engagement:

WAVE & Rise-On

Get involved in your community and build critical thinking skills. Conduct research, design assessments, and plan and carry out service projects. Monthly attendance stipend. For 9th and 10th graders.

Community Aid Project (CAP)

In addition to service projects, CAP supports youth to reflect on their K-12 educational experiences and begin thinking about higher education issues and opportunities. Required 7-week attendance at "College Resource Group" sessions on Fridays. Monthly attendance stipend. For 11th and 12th graders.

SEEK

Learn how to apply to college, tour colleges, write a business plan and launch a small business, and shadow professionals at work. Summer Youth Employment Program (SYEP) jobs are guaranteed. Earn bonuses in addition to a stipend. For 11th graders.

Step-Up

Offers a transitional experience for graduating high school students. Learn how to apply to college, research and apply for scholarships, write resumes and interview for a job. Opportunity to work at an internship or a guaranteed Summer Youth Employment Program (SYEP) job. Earn bonuses in addition to a stipend.

Supporting Potential in the Neighborhood (SPIN)

Join a 10-week work-readiness training program for young people who are disconnected from both work and educational opportunities. Classes include life skills, financial literacy, clerical skills, creative writing, computer skills, interview skills and resume writing. Set personal goals with the support of an assigned mentor. Referral to GED programs and/or job placement provided. For out of school youth, ages 16 to 21.

Covenant House, Brooklyn Resource Center

75 Lewis Avenue
Brooklyn, NY 11206
718.452.6730
718.348.2450

www.covenanthouseny.org

Offers job training, employment services and educational programs. After completing job readiness training at the Brooklyn Resource Center, teens may participate in the following training programs: bank teller, culinary arts, nurse's aide or security guard. For ages 18 to 23. Free.

Additional training programs are available for A+ Computer Repair and Microsoft Office Specialist. For ages 17 to 23. Free.

Crown Heights Youth Collective

113 Rogers Avenue
Brooklyn, NY 11216
718.756.7600

Offers job readiness workshops and career counseling, Monday to Friday, 9 AM to 4 PM. For ages 14 and older. Free.

The Door

121 Sixth Avenue (enter at 555 Broome Street)
New York, NY 10013
212.941.9090

www.door.org

Offers job readiness and job placement. Also provides legal, health, counseling, day care, educational and recreational services. For ages 12 to 21. Call for appointment, weekdays 2 to 5 PM. Free services provided in English, Spanish and Chinese.

Grand Street Settlement

80 Pitt Street
New York, NY 10002
646.201.4254

www.grandstreet.org

The College & Career Discovery Program provides job readiness and job placement. Participants must join Teen Services, a comprehensive youth program. For ages 14 to 19. Call for details. Free.

Job Corps

<http://jobcorps.dol.gov>

Get federally-funded, free education and job training and placement. For low-income, at-risk youth, ages 16 to 24. Stipend included. Includes residential and nonresidential programs with stipend (see below).

Pre-admissions orientations are held Mondays through Wednesday at 2:45 PM at the Montague Street location (birth certificate and social security card required).

Nonresidential Program

Brooklyn Job Corps Academy
585 DeKalb Avenue
Brooklyn, NY 11205
718.623.4000

Admissions and Residential Program

85 Montague Street, Fourth Floor
Brooklyn, NY 11201
718.624.8939