



# CITY OF SAINT PAUL YOUTH JOB CORPS

## Frequently Asked Questions

<p><b>What is Youth Job Corps?</b></p>	<p>The <b>Youth Job Corps (YJC)</b> program connects Saint Paul youth and young adults with meaningful training, work, and career exploration opportunities so they are prepared to thrive and prosper. Qualified candidates for this program will have the opportunity to gain exposure to a variety of occupations throughout the city.</p>
<p><b>Am I eligible to work for YJC?</b></p>	<p><b>Youth Job Corps (YJC) eligibility rule:</b> to be eligible to work through the YJC program, an applicant must:</p> <ul style="list-style-type: none"> <li>• be a resident of Saint Paul</li> <li>• be no younger than 14 and no older than 24 before the start date of employment</li> <li>• meet income eligibility criteria</li> </ul> <p>Unsure of your eligibility for YJC? Submit an application. <b><i>Eligible applicants will receive an invitation to attend Orientation.</i></b></p>
<p><b>What is orientation?</b></p>	<p><i>All YJC applicants who are eligible for the YJC program are required to attend orientation.</i> Orientation will include City of Saint Paul policies and procedures, payroll packets, resume tips, interview skills and more.</p>
<p><b>What should I bring to orientation?</b></p>	<p>Your invitation letter to orientation will detail all of the items that you are required to bring to orientation. <i>All applicants must bring acceptable I-9 Documents. This includes a valid social security card and photo ID, such as a school ID.</i> If you do not have a social security card, visit <a href="http://www.ssa.gov/ssnumber">www.ssa.gov/ssnumber</a> for information on how to obtain one.</p> <p>You may be asked to bring proof of your family’s household income, documentation of a disability, or verification of your eligibility to work in the United States.</p> <p><b>If you forget to bring the requested materials or you do not attend your scheduled orientation you will be ineligible to work through the YJC program.</b> Please read your orientation letter carefully and follow the instructions!</p>
<p><b>How many hours can I work? What are the wages? How am I paid?</b></p>	<p>YJC workers average 15 hours per week. Youth ages 14-18 are paid \$7.25 per hour. Youth ages 19-24 are paid \$7.50 per hour. You will be paid on a bi-weekly basis. Direct deposit or Accelapay are encouraged, otherwise checks can be picked up from your supervisor.</p>
<p><b>How can I apply for YJC?</b></p>	<p>The YJC application is available online at <a href="http://www.stpaul.gov/jobs">www.stpaul.gov/jobs</a> in <b>March</b> of each year. If you would like to be notified of the YJC application enrollment dates, please sign up for email updates online at <a href="http://www.stpaul.gov/yjc">www.stpaul.gov/yjc</a> or follow Saint Paul Parks &amp; Recreation on Facebook.</p>
<p><b>I submitted an application for YJC. What happens next?</b></p>	<p>Your orientation letter will be mailed to you within 2 to 3 weeks of the date your application is submitted. Ineligible applicants will receive an email notice. Call us if more than 3 weeks have passed since you applied and you still have not received anything by mail or email.</p>

VISIT OUR WEBSITE FOR MORE INFORMATION

[www.stpaul.gov/yjc](http://www.stpaul.gov/yjc)

<p><b>I attended orientation. Did I get the job?</b></p>	<p>Not yet. You will have an opportunity to meet summer employers and search available jobs using the YJC online job bank.</p> <p>On April 28, check your email for a username and password to the YJC Job Bank. You will have from April 28 – May 4 to visit this site, search jobs, and select your top five preferences. You are required to submit your choices by May 4.</p> <p>We encourage all eligible participants to attend the YJC Career Expo from 12:30 – 4:00 p.m. on Friday, April 27 at Oxford/Jimmy Lee Recreation Center. This provides you with an opportunity to learn about all the jobs available through YJC and meet potential supervisors face-to-face. You will also receive access to the online YJC Job Bank one day early if you attend this event.</p> <p>Worksites will contact you for interviews in May. <b>Please remember that it is your responsibility to conduct a job search and interview for positions. Submitting your interest in a position does not guarantee you the position.</b></p>
<p><b>Where will I work? Will I work close to home?</b></p>	<p>You will have from April 28 – May 4 to visit the YJC Job Bank site, search jobs, and select your top five preferences. You are required to submit your choices by May 4. If you attend the Career Expo on April 27 you will have access to the site a day early.</p> <p>The Job Bank will allow you to search for positions based on address, work schedule, topic area, and other factors so that you can find a position that matches your interests and/or is close to home.</p>
<p><b>How long will my employment last?</b></p>	<p>Most jobs begin June 18, 2012 and end August 24, 2012.</p>
<p><b>What if I have summer school?</b></p>	<p>Attending summer school does not disqualify you from working. However, opportunities may not be available to you until after summer school has ended.</p>
<p><b>I applied for YJC and received an ineligible notice</b></p>	<p>If your application was incomplete or was not completed correctly you would be ineligible for YJC. Eligible applicants are required to be residents of Saint Paul between the ages of 14 and 24.</p> <p><b>Be sure to read the application carefully! Be sure that the information is correct before you submit it!</b></p>
<p><b>I received a waiting list post card.</b></p>	<p>We receive over 1,500 applications for approximately 500 YJC positions each year. <b>Please remember that applying for Youth Job Corps does not guarantee you employment.</b></p>
<p><b>Can I be fired from my job?</b></p>	<p>You can be released from your work assignment. It is an expectation that you will come to work on time and on schedule everyday and be prepared to work. It is an expectation that you will work well with others and be productive.</p>
<p><b>Who is considered economically disadvantaged or at-risk youth?</b></p>	<p>An individual who receives an income, or is a member of a family that receives a total family income that does not exceed 80% of the metropolitan median family income level. For example, individuals who receive free or reduced price school lunch are considered to be economically disadvantaged.</p>

**YOUTH JOB CORPS**

Phone: 651-266-6363

Fax: 651-292-7311

[trenton.henspeter@stpaul.gov](mailto:trenton.henspeter@stpaul.gov)