CITY OF SAINT PAUL

YOUTH JOB CORPS

Employer Worksite Application
Summer 2013

Mission: Connecting Saint Paul youth and young adults with meaningful training, work, and career exploration opportunities so they are prepared to thrive and prosper.

www.stpaul.gov/yjc

Saint Paul Parks and Recreation

SAINT PAUL

The Most Livable City in America

Youth Job Corps
Employer Worksite Application
Summer 2013

BACKGROUND

The Youth Job Corps (YJC) program funds necessary to employ nearly 600 young people come from the State of Minnesota and the Federal government. Organizations and businesses interested in hosting YJC workers this upcoming summer are required to submit an Employer Worksite Application.

GOALS

1) Provide work experience for Saint Paul youth who are economically disadvantaged or at-risk, ages 14 through 24 (including those who are out-of-school and/or involved in the foster care and juvenile justice systems, residing in MFIP households, youth with disabilities, and youth from communities of color).
2) Promote mastery of work-readiness competencies and 21st Century skills as demonstrated through workplace portfolios and other assessments
3) Promote skill acquisition (academic and work readiness) through project-based instruction
4) Increase exposure to in-demand jobs important to regional economies. A list of these jobs can be viewed at http://www.positivelyminnesota.com/apps/lmi/oid/Results.aspx
5) Provide high-quality work sites and overall participant and employer satisfaction
6) Connect to and strengthen other key educational initiatives and systems in Saint Paul

ELIGIBLE EMPLOYERS

Organizations and businesses must demonstrate youth development experience and the capacity to effectively operate a youth workforce development project during the contract period, as well as the ability to track outcomes. Documentation of this experience and capacity to serve youth should be included in your application narrative.

APPLICATION PROCESS

Complete applications will include the following:

- Cover sheet (included)
- Worksite job description (included)
- 4 page narrative - Describe your project including the following elements:

- Target population
- Recruitment plan
- Enrollment and orientation
- Retention strategy
- Ongoing support
- Credentials, certificates, academic credit
- Innovation, positive youth development approach, and program assessment strategies.

Your narrative should explain how your project meets the YJC goals listed above, what your expected outcomes are, and how they will be measured.

- Signed Agency Obligations and Assurances (included)
- IRS Letter of Determination or other proof of legal status as a non-profit organization

DEADLINE

Organizations and businesses interested in providing a work experience funded by YJC must complete and submit an Employer Worksite Application via email ***no later than Friday, January 25 at 4:30 p.m.*** Materials should be sent to: youthjobcorps@stpaul.gov.

A hard copy of the signed Agency Obligations and Assurances and the IRS Letter of Determination or other proof of legal status must be mailed to Youth Job Corps and received ***no later than Friday, January 25.*** Materials should be mailed to:

Saint Paul Parks & Recreation
c/o Youth Job Corps
25 W. 4th St. CHA 400
Saint Paul, MN 55102

LENGTH OF CONTRACT

Organizations and business selected to provide employment opportunities funded by YJC will operate between June 1 and August 31, 2013. Specific employment dates funded by YJC will be determined prior to April 1, 2013. The targeted start date for summer YJC workers is June 17, 2013.

SUPERVISOR TRAINING

Organizations and businesses selected by YJC to provide summer employment are required to participate in YJC trainings prior to summer.

Trainings may include project based learning, program quality, developing work readiness skills in youth, evaluation, YJC hiring process, child labor standards, discipline policies and procedures, enrollee time and attendance procedures, workplace safety, and work-related accident policies and procedures.

Training dates are TBD. You will be notified of training dates as soon as they are scheduled.

SELECTION PROCESS

Employers selected for YJC funding will be announced prior to February 15, 2013. Employer funding awards will be determined prior to April 1, 2013. ***Submitting an Employer Worksite Application does not guarantee that your organization will be selected for YJC funding.***

MORE INFORMATION

For more information about YJC, please visit our website at www.stpaul.gov/yjc or contact Trenton Henspeter by email at trenton.henspeter@stpaul.gov or by phone at 651-266-6363.

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COVER SHEET

Applicant Agency: Please use the legal name and full address.	Project Contact Name and Address (If different from the APPLICANT AGENCY)
Organization Name: Director Name: Telephone: Fax: Email:	Contact Name: Address: Telephone: Fax: Email:
Address:	Address:

Required Information:	
Agency Type:	☐ Federal ☐ State ☐ County ☐ City ☐ Nonprofit ☐ School ☐ Private Sector ☐ Other (specify):
Number of board members, full-time paid staff, part-time paid staff and volunteers.	___ Board members ____ FT staff ____ PT staff ____ Volunteers
Project/Program Name:	
Geographic Area Served:	
Total Number of Youth Requested:	
Number of Hours per Week Requested:	
Youth Work Schedule (enter times for all days that apply)	Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____
Project Start Date:	
Project End Date:	

I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.

_____	_____	_____
Authorized Agency Signature	*Title / Position*	*Date*

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WORKSITE JOB DESCRIPTION

BACKGROUND

Your worksite job description will be entered into the new Youth Job Corps (YJC) online Job Bank at www.sprocketssaintpaul.org/jobs. Youth who are eligible for the program will be required to login to the Job Bank, search for positions, and select and rank order their top five preferences. They will be able to search for worksites based on the following criteria: keyword, home address, proximity to school, host organization, job categories, age, grade, time of day, day of the week, and time of year.

Please complete the below form describing your organization's YJC worksite. If you have more than one job description for YJC workers, fill out the form separately for each position.

Once youth make their selections, they will submit an online resume that includes their name, age, grade, school, prior work and/or volunteer history, skills, interests, honors, and activities. You will receive this information for any young person who indicates interest in your worksite.

YOUTH – WORKSITE MATCH PROCESS

Worksites have two options for finding YJC workers. Please check the option that applies to your organization:

☐ **Agency selects youth.** Worksite supervisors receive a list of all youth who indicated interest in their site, along with contact and resume information for each applicant. The site then determines its own selection process. A site might conduct phone interviews, in-person interviews, host an interview day, or simply choose names of youth they have worked with in the past and would like to continue.

☐ **YJC Coordinator assigns youth to agency.** Worksite supervisors waive the right to select their youth and the YJC Coordinator places youth at the site based on youth preference and match for any site-specific eligibility criteria.

The following information will be used to populate the online YJC Job Bank. Remember that your audience is the young people (and their families) who will use the Job Bank to "shop around" for summer work.

Agency/Organization Name
Program/Project Name (if applicable)
Worksite address (if applicable, enter more than one so the search function will return results for all possible addresses)

YJC Job Title	
YJC Job Description/Duties	
Prerequisites/Qualifications (i.e. any required education, training, experience, abilities, skill, age, driver's license, etc.)	
Specific skills the YJC worker will develop (i.e. equipment, technology, writing skills, math, working with children, etc)	
Agency/organization website	
Ages eligible (check all that apply)	☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ 19 ☐ 20 ☐ 21 ☐ 22 ☐ 23 ☐ 24
Grades eligible (entering in fall; check all that apply)	☐ 8th grade ☐ 9th grade ☐ 10th grade ☐ 11th grade ☐ 12th grade ☐ post-secondary / college
Youth weekly work schedule (check all that apply)	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Time of Day (check all that apply)	☐ Mornings ☐ Afternoons ☐ Evenings
Youth employees will gain exposure to these occupations (check all that apply)	☐ Business, Finance, and Management ☐ Science, Computers, and Technology ☐ Architecture, Engineering, and Construction ☐ Community and Social Services, Education, and Libraries ☐ Arts, Design, and Media ☐ Healthcare ☐ Police, Fire, Emergency Services, and other Protective Services ☐ Food Preparation and Serving ☐ Building and Grounds Keeping, Maintenance, Repair ☐ Childcare, Recreation, and Pools ☐ Sales and Retail ☐ Office and Administrative Support ☐ Conservation, Forestry, Agriculture, and Environmental
Optional Video Link (i.e. informational videos your organization has available on YouTube) To embed a YouTube video: 1. Sign in to your organization's YouTube account 2. Select the video you would like to embed 3. Click "Share" 4. Click "Embed" 5. Copy the code and paste it into this form The City of Saint Paul will screen all videos before including them in the Job Bank site. The City reserves the right not to include videos with content deemed to be inappropriate.	

Please complete a separate "Worksite Job Description" form for each <u>different</u> job position at your site!

AGENCY OBLIGATIONS AND ASSURANCES

The agency agrees to:

- On the first day of employment and prior to commencement of work by the YJC worker(s), provide an initial job orientation, written job description, name of supervisor or contact person, telephone number to call in case of tardiness or absence from work and adequate training in all required safety procedures.
- Provide appropriate training based on provided job description.
- Provide adequate supervision for each YJC worker.
- Ensure that sufficient work has been planned and provide alternative work duties during inclement weather for YJC workers assigned outdoors.
- Provide the necessary equipment, materials and supplies for each YJC worker to successfully complete assigned tasks and perform job duties.
- Ensure that the agency is in compliance with agency hour allotment, all child labor laws and in no instance should a YJC worker be assigned to work more than 8 hours a day.
- Ensure that the agency is in compliance with their YJC allotment. Saint Paul Parks & Recreation reserves the right to bill an agency for any hours worked beyond their original allotment.
- Verify and submit timesheets by the last day of each payroll period.
- Follow established payroll procedures for distribution of payroll checks for YJC workers.
- Release YJC workers during work hours to participate in city sponsored training for YJC workers.
- Report **IMMEDIATELY** any problems of disciplinary actions regarding the YJC worker(s) performance to the YJC program coordinator at 651-266-6363.
- Report **IMMEDIATELY** any incidents or reports of sexual harassment to the YJC program coordinator, at 651-266-6363.
- Report **IMMEDIATELY** any injury of an YJC worker to the City of Saint Paul, per the agreed upon procedures you have been provided. You also agree to cooperate with the City of Saint Paul in gathering information related to the injury.
- Record any injury or illnesses of an YJC worker that occurs at or away from the agency on the OSHA 300 Log located at the agency the YJC worker is assigned.
- **Ensure** that **NO** YJC worker may be placed in a position if any of the following conditions exist: 1) The agency has employees in layoff status for the same or similar work, 2) The agency has terminated employees or otherwise reduced the work force with the intentions of replacing the paid employees with YJC workers and 3) A YJC worker will displace a current employee (including partial displacement resulting in a reduction of hours of non-overtime work, wages, employment benefits or promotional opportunities.)
- **Provide a discrimination-free work place which shall in all respects comply with the provisions of Saint Paul Legislative Code Chapter 183.**
- **Provide to any third party workplace where the YJC worker is located a copy of the Agency Obligations and Assurances and ensure that these obligations are complied with.**
- **Agencies that are unable to meet the obligations and assurances listed above are subject to termination.**

The agency understands that this worksite will be monitored regularly by the YJC Program Coordinator and may be visited by representatives of the City, State and Federal governments. The agency will provide assistance in these monitoring efforts by supplying information and records relative to the YJC workers work experience. The agency understands that Federal regulations restrict YJC workers from involvement in religious, political or union activities in the form of construction, operation or maintenance of a facility used for sectarian instruction of worship.

Note: THE SUBMISSSION OF THIS REQUEST FOR AN AGENCY AGREEMENT DOES NOT CONSTITUTE APPROVAL OR GUARANTEED PLACEMENT OF YJC WORKERS.

_____	_____	_____
Authorized Agency Signature	Title/Position	Date
_____	_____	_____
City of Saint Paul Approval	Title/Position	Date

Employer Worksite Applications will be evaluated on the following criteria:

POSSIBLE POINTS	CRITERIA
20 points	**A. Fit with Project Goals** 1. Provide work experience for Saint Paul youth who are economically disadvantaged or at-risk 2. Promote mastery of work readiness competencies and 21st Century skills as demonstrated through workplace portfolios and other assessments 3. Promote skill acquisition through project-based instruction 4. Increase exposure to in-demand jobs 5. Provide high-quality work sites 6. Connect to and strengthen other key educational initiatives and systems in Saint Paul
15 points	**B. Demonstrate significant capacity to carry out program** • What experience does your organization have in providing quality services to youth and/or experience in operating youth workforce development programs? • What is the staffing plan for this project?
15 points	**C. Evidence of a positive youth development approach** • Encourage strong youth/adult relationships • Build youths' responsibility and leadership skills • Create opportunities that are age/stage appropriate • Build a sense of self and group
20 points	**D. Quality of project, as described in narrative** • *Need Statement:* Describe why the proposed project is needed in Saint Paul. • *Target Population:* Who is the project's target population? How many youth do you plan to serve? What percentage of project participants will be deaf, hard-of-hearing and/or deaf-blind? What percentage of project participants will be from communities of color? • *Recruitment Plan:* How will you recruit youth for participation in the project? • *Enrollment and Orientation:* How will you prepare youth for participation in the project? • *Retention Strategy:* What strategies will you use to keep youth engaged in the project? What ongoing support will be offered to youth? • *Credentials, Certificates or Academic Credit:* Identify any credentials, degrees, certificates and/or academic credit that can be earned by youth participants. • *Innovation:* How does the project relate to the grant's goals outlined above? How does the project demonstrate innovative approaches, techniques or strategies?
5 points	**E. Assessment and Evaluation** • How will you measure the outcomes stated in the Work Plan as well as those required by the Legislature for projects funded by these grants, including: number of youth provided with job search, training or placement services, education or other employment-related services and number of youth who developed pre-employment (work readiness) skills.