

Have a summer job for a young person? What if we pay their wages for you?

Consider the
Youth Opportunities Strategy

Summer Jobs for Youth Program

Employers will receive:

- Fully subsidized youth employee for six weeks
- Access to a pool of trainable candidates
- Free recruitment services
- Free employer/candidate matching services

Employers must provide for youth:

- Meaningful work placements
- Support and supervision
- A job for July - August 2011

Application deadline: Friday *May 13th*, 2011

Placements are limited, call today!

Contact: *New Beginnings Youth Opportunities Strategy*

1049 Janette Ave

Windsor, Ontario N9A 5A4

Tel: 519-254-2363

Fax: 519-254-0251

Email: opportunitites@newbe.ca



Ontario Youth Opportunities Strategy Summer Jobs for Youth 2011

QUESTIONS & ANSWERS FOR EMPLOYERS

How is the program funded?

The Summer Jobs for Youth Program is funded by the Ontario government as part of its Youth Opportunities Strategy and managed by the Ministry of Children and Youth Services. The federal government is providing some financial support this year. This is the fifth year of the government's strategy to help disadvantaged youth and youth in priority communities achieve individual success and build stronger, safer communities. There is absolutely no cost to you, as an employer, to participate in the Summer Jobs for Youth Program. This year, the government is implementing this initiative in Windsor and other communities across Ontario.

What is the program all about?

Summer Jobs for Youth helps youth 15 to 18 years of age acquire workplace skills through summer employment. It's a win-win for employers and young people. Youth receive pre-employment training and support, paid employment placements from July to August, and post-employment support. As an employer, you benefit through a fully subsidized summer employment program, while helping young people in our community gain valuable work experience.

What are the components of the program?

The three main program components are up to:

- One week of pre-employment training and support by New Beginnings tailored to the needs of disadvantaged youth (life skills, employability skills, job search techniques, resume writing, goal setting, interview coaching, workplace orientation and health and safety)
- Six weeks in a job placement during July and August
- One week of post-employment support for the youth provided by New Beginnings

What do I need to participate in the program?

Employers are required to:

- Sign a placement contract with New Beginnings
- Assign each participant meaningful tasks and promote a positive learning environment
- Provide proper training, supervision and support
- Allow program staff (Youth Worker Leaders) to visit participants for the purpose of monitoring
- Prepare a time sheet for each participant outlining the hours of work
- Comply with New Beginnings' protocols for workplace health and safety
- Comply with the Occupational Health and Safety Act, the Employment Standards Act and all other applicable federal and provincial legislation, regulations and any other relevant standards

When would the youth be available for work?

Youth would be available for a six-week work placement during the months of July and August, 2011.

Where are the youth from?

The Summer Jobs for Youth program focuses on youth from 19 designated communities across Ontario. Windsor is one of these communities.

How many hours are youth allowed to work?

- The maximum hours of paid work each week is 35 and there is no allowance for overtime
- The program does not compensate participants for lunch breaks
- Only original time sheets are accepted by payroll
- Time sheets are collected by program staff by the end of each weekly
- Both workplace supervisor and youth must sign time sheets and where errors are made they should be initialed and dated by the appropriate individual

How much are the youth paid?

Youth participating in the ministry's Summer Jobs for Youth program are paid \$10.25 per hour for up to 7 hours of work per day. Individual employers may choose to top up wages for program participants. Please note: the program does not pay for lunch breaks.

Why should I participate?

We strongly encourage you to participate in this program. You receive young, ambitious and enthusiastic summer workers at no cost, and you can fully utilize the following services and benefits:

- Access to a pool of trainable candidates
- Free recruitment services
- Free employer/candidate matching services

Your involvement will also have a positive impact on young people and our community.

I am interested in participating in the program, what do I need to do?

Contact the program manager, Jessica Busi at 519-254-2363 or at jbusi@newbe.ca for an employer information form. Complete the form and return it to 1049 Janette Ave Windsor Ontario, N9A 5A4 or fax it to 519-254-0251 by Friday May 13th, 2011.



Summer Jobs for Youth 2011 – Job Order Form for Employers

Date received: _____

Company name: _____

Third Party Liability Insurance: Yes No WSIB or Equivalent Coverage: Yes No

Company business number: _____

Are you able to provide supervision and support to the youth? Yes No

Job Title: _____ Rate of Pay: **\$10.25 per hour**

of Positions Available: _____

How many hours per week is each position: 20 35 Other (specify): _____

Times of Work: 9am to 5pm *or* _____

Days of work (check): Sun Mon Tues Wed Thurs Fri Sat

Initial Contact(s) at Workplace: _____

Other Contact(s): _____

Company Address: _____ Postal Code: _____

Intersection: _____ Specify Bus Route: _____

Phone #: _____ Fax #: _____ Email: _____

Job description (please attach): _____

How did you hear about this program? Poster Someone told you about it Youthconnect.ca
 Flyer/Letter TV/Radio/Newspaper Other

Complete as needed: Factors for Job Success

<input type="checkbox"/> Dress code	<input type="checkbox"/> Driver's license	<input type="checkbox"/> Customer service skills	<input type="checkbox"/> Predominantly female staff
<input type="checkbox"/> Lots of interaction with people	<input type="checkbox"/> Hand-eye coordination	<input type="checkbox"/> Multiple tasks to complete	<input type="checkbox"/> Needs speed on the job
<input type="checkbox"/> Work requires sitting	<input type="checkbox"/> Work requires standing	<input type="checkbox"/> High noise level	<input type="checkbox"/> Very busy periods
<input type="checkbox"/> Lifting: _____ lbs	<input type="checkbox"/> Literacy level required: _____	<input type="checkbox"/> Work with different supervisors	<input type="checkbox"/> Equipment/Machinery: _____
<input type="checkbox"/> Teamwork	<input type="checkbox"/> Able to handle routine	<input type="checkbox"/> Predominantly male staff	
<input type="checkbox"/> Allergy alert? <input type="checkbox"/> Dust <input type="checkbox"/> Fumes <input type="checkbox"/> Other: _____		<input type="checkbox"/> Work with children or vulnerable populations IF YES, POLICE CHECK RECOMMENDED <input type="checkbox"/> Require Police Check	

Other Notes: _____

New Beginnings Staff Signature Taking Job Order: _____

Summer Jobs for Youth 2011 Supplementary Information

Thank you for taking the time to complete the following information. We will notify you by email or telephone to confirm that we have received your application, but please be patient as we need to interview and select our participants prior to following up with you on a more formal level. In order to facilitate an appropriate match to your business/agency, please provide the following information. Your thorough completion of this form will help ensure that we provide you with the most effective staff suitable to your individual needs, and cut down on the need for multiple phone calls or visits. This form will also be given to your new employee(s) during or before our Pre-Employment Training to ensure that they are aware of when and where to go for their first day of work.

Business Name _____

Address that youth are to report to their first day of work _____

Status

- Full time 35 hours per week (Employer required to provide 210 hours of work between July 11th and August 23rd)
- Part time 20 hours per week (Employer required to provide 120 hours of work between July 11th and August 23rd)
- Other (specify) _____

Job Description

Please write or attach a detailed job description for each position that is requested, including specific qualifications as necessary (e.g. certifications, medical testing, age, etc.).

First Day of Work

Our official first day of work for most of our participants will be **Monday July 11th, 2011**. If this is agreeable, what time do you wish your new employees to show up on this day?

If this is not a feasible first day of work, please indicate the day and time that you would prefer. _____

Please indicate who the participant should report to on their first day of work. _____

Please indicate if the participants will receive relevant training on the first day of work, including but not limited to policies and procedures, job specific training, etc. Yes No

Please outline any specialized training that will be given: _____

Please detail any dress codes, and/or requirements (e.g. safety shoes) and how you would like your new employees to dress on their first day of work.

For full-time placements, what is your lunch break policy?

- ½ hour 1 hour Other _____
- required to stay on-site not required to stay on-site "working" lunch with clients (e.g. day camps)
- meals provided meals not provided

Please indicate what your new employees should bring with them on their first day of work.

- direct deposit form void cheque SIN # Police Clearance Other _____

Police Clearances

Should you require a Police Clearance, please indicate **where** participants are to pick up their Police Clearance form.

- Police Station Address listed on top of this page Other _____
- Youth WILL be reimbursed for cost of Police Clearance Youth will NOT be reimbursed for cost of Police Clearance