



Summer Youth Job Training Program

Dear Business and Community Leaders

March 2016

The Lexington Fayette Urban County Government (LFUCG) is enthusiastically planning for an expanded Summer Youth Job Training Program. SYJTP offers Lexington youth the opportunity to gain work experience; develop interpersonal skills; and learn and explore vocational interests; all while earning income during the summer. We wish to invite your business and / or community organization to join our public – private partnership by serving as a Training Work Site. Listed below is a brief SYJTP Informational Summary for your reference:

What is SYJTP? The Summer Youth Job Training Program provides workforce training opportunities for Lexington youth, ages 14 - 17, by teaming with Lexington's business & community-based partners. Youth Worker Trainees will work part-time (up to 20 hours per week) and will earn \$8.20 per hour (paid by LFUCG).

What's New in 2016? This year, SYJTP expects to hire up to 300 Youth Worker Trainees. This is an increase of 75 jobs from last summer. **Also New in 2016!** The Youth Workers will report to Job Training Sites on four (4) days each week: Monday, Tuesday, Thursday & Friday. Wednesdays will be dedicated to Training and Development activities, coordinated by our Youth Development Center, and hosted at various locations.

Program Schedule & Training Sites: The 2016 SYJTP will run for a full 6 weeks, beginning on June 13 and ending on July 22. Youth Worker Trainees will report to the operational management of local businesses, government agencies and community organizations. In 2015, over 60 distinct business units participated in SYJTP, and collectively hosted 105 training sites. This summer, Program Orientation activities begin in April, and hiring announcements are expected by May 15.

Public—Private Partnership: Summer Youth Job Training Program is locally funded, and is administered by the LFUCG Division of Youth Services. Youth Worker Trainees are compensated by LFUCG, while area businesses offer valuable work assignment and experience.

Attached you will find the *2016 Training Worksite / Employer Questionnaire* and the *Training Worksite Agreement*. Please don't hesitate to contact me at (859) 246-4323 or via email at mmorton@lexingtonky.gov if you have any questions. Your community partnership and investment is very much appreciated.

Sincerely,

Mattie Morton, BASW, LSW,
Program Administrator
Youth Development Center





Training Worksite / Employer Questionnaire

Summer Youth Job Training Program 2016

Part 1 Organizational Profile

Organization Name _____

Point of Contact _____ Title _____

Phone _____ Email _____

☐ For-Profit ☐ Non-Profit ☐ Fayette Co Public Schools ☐ LFUCG ☐ Other _____

Organization Address _____

City _____ State _____ Zip _____

Federal Taxpayer Identification Number (TIN) _____ Website URL _____

Has your Organization participated in the SYJTP in the past? ☐ Yes ☐ No If so, when? _____

Please provide a brief description of your organization:

Classification of Organization's Business Activity:

- | | | | |
|---|--|---------------------------------------|--|
| <input type="checkbox"/> Government | <input type="checkbox"/> Community Organizations | <input type="checkbox"/> Education | <input type="checkbox"/> Early Childhood Development |
| <input type="checkbox"/> Legal Services | <input type="checkbox"/> Finance & Insurance | <input type="checkbox"/> Real Estate | <input type="checkbox"/> Hospitality |
| <input type="checkbox"/> Logistics | <input type="checkbox"/> Health Care | <input type="checkbox"/> STEM-related | |

Part 2 Projected Trainee Duties

Trainee worksite address: *(if different from address listed above)*

Number of trainees you are requesting to host at this worksite address: _____

What are the likely primary responsibilities a trainee will have working for you?

(Please be as specific as possible, you may attach job descriptions, additional sheets, or PDFs if necessary)



Part 2 Projected Trainee Duties *(continued)*

What characteristics/interests/skills are you looking for in an ideal candidate for this position?

Will there be any opportunities for job shadowing / mentoring, beyond the scope of the trainee's primary job responsibilities? If so, please provide a short description.

Does your organization employ youth workers/interns during the school year? _____

Part 3 Supervisory Information

Trainee Supervisor's name _____ Trainee Supervisor's title _____

Trainee Supervisor's phone _____ Email _____

Does this position have any special requirements? *(Specific age group, TB test required, food handlers permit needed, etc.)* _____

What is appropriate attire for the trainee? _____

What would be the available hours a trainee could work? _____

In the event that the trainee supervisor will be away, please indicate whom the trainee should report during that time _____

Part 4 Authorization

Signature

Title

Date

Dates of program: June 13th through July 22nd, 2016

**The 2016 SYJTP Training Worksite/Employer Questionnaire and
the Training Worksite Agreement must be submitted
by email, fax, or mail by **Friday, April 29th****

Questionnaire & Training Worksite Agreement may be
emailed to **Patricia Sidney** at psidney@lexingtonky.gov,
faxed to **(859) 246-4355**,
or mailed to

**Division of Youth Services, Attn: Youth Development Center
101 East Vine Street, Suite 150, Lexington, Kentucky, 40507**

Contact Info: Patricia Sidney psidney@lexingtonky.gov Mattie Morton mmorton@lexingtonky.gov
Or phone (859) 246-4323

Thank you for supporting the Summer Youth Job Training Program!





Training Worksite Agreement

Summer Youth Job Training Program 2016

This agreement is made between the Lexington Fayette Urban County Government (LFUCG) Department of Social Services, Division of Youth Services, and the following organization/business:

to provide employment to eligible youth participants of the Summer Youth Job Training Program authorized and funded by Lexington Fayette Urban County Government. Under this agreement, program participants will be provided useful work experience, which will be consistent with each participant's capabilities and interests which will assist these youth in obtaining future unsubsidized employment.

It is agreed that such work experience will be conducted in a safe and sanitary working environment and that the following be provided in compliance with all applicable KY Child Labor Laws: adequate full-time supervision of each participant by qualified supervisors; adequate accountability for participant's time and attendance; and adherence by all parties to the rules and regulations governing the SYJTP Program.

This worksite agreement is designed to outline the responsibilities of all worksites. The employer agrees to provide the DYS- Youth Development Center staff with information concerning changes in duties or hours of work. The employer further agrees to comply with the following guidelines, and assures the fulfillment of the following responsibilities:

1. This worksite will comply with the rules and regulations governing the SYJTP Program. This worksite is subject to monitoring evaluation visits by persons whose task will be to determine if terms and conditions of this agreement are in compliance.
2. Should the number of participants and/or the nature of their activities at the worksite change, the worksite agrees to notify the DYS Youth Development Center staff immediately so that this agreement may be modified.
3. Accurate time and attendance records will be kept by the worksite supervisor on each participant and will reflect the time actually worked by the participant. At least one supervisor will be designated to monitor the participants.
4. Participants will be given a ten minute (paid) break every 4 hours and a thirty (30) minute (non-paid) lunch for working 5 or more hours. No participant will be allowed to work more than Forty (40) hours per week or over eight (8) hours per day.
5. This worksite will have sufficient work for all participants employed during work hours.
6. This worksite has sufficient equipment and materials to accomplish tasks assigned to participants.



7. The authorized number of youth participants for this worksite is _____ slots. The appropriate job titles and job descriptions for all slots must be on file with the Lexington-Fayette Urban County Government Department of Social Services.
8. This worksite agrees to notify the DYS Youth Development Center staff when there is a change in worksite supervision.
9. No participant who is under 18 years-old shall be employed in any occupation found to be hazardous. If there are any questions as to whether or not the worksite is hazardous, the Department of Social Services will refer to the Federal and State Child Labor Laws.
10. Any worksite found to be in violation of the Child Labor Laws, the regulations, or conditions of this agreement are subject to termination of this agreement by the Lexington-Fayette Urban County Government Department of Social Services.
11. This worksite assures that no sectarian activities will be associated with the program.
12. The participating youth are considered employees of LFUCG and coverage is provided under LFUCG's insurance policy.
13. Transportation of the youth is prohibited, due to liability exposures.
14. All worksite supervisors will receive a copy of this agreement.

As an authorized representative of this worksite, I certify that I understand the terms and provisions set forth in the agreement and assure compliance. I understand that a signed copy of this document will be mailed to me. This agreement will take effect on May 1, 2016 and terminate no later than July 30, 2016

Worksite Authorized Representative Signature

Date

Name of Organization /Business

LFUCG- DYS-Youth Development Center Representative

Date

**Division of Youth Services, Attn: Youth Development Center
101 East Vine Street, Suite 150, Lexington, Kentucky, 40507**

Contact Info: Patricia Sidney psidney@lexingtonky.gov Mattie Morton mmorton@lexingtonky.gov
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