

ULSTER COUNTY

Office of Employment and Training

535 BOICES LANE
KINGSTON, NY 12401
www.ulsterworks.com



Phone: (845) 340-3170
Fax: (845) 340-3165
E-mail: oet@co.ulster.ny.us

Adele B. Reiter, Acting
UC Executive

Lisa Berger, Director

April 15, 2019

Dear Business Owner:

Ulster County's Summer Youth Employment Program helps young people from low-income households gain valuable work experience and a much needed paycheck. By connecting youth ages 14-20 to jobs, we help them acquire the skills, habits and values needed to find or retain employment later on in life.

We are looking for worksites to employ our participants from July 1 through August 2. Youth receive twelve dollars (\$12) an hour, and are eligible to work up to 40 hours a week. **All wages and taxes are paid by Ulster County.**

If you've been a worksite before, thank you! We look forward to working with you again.

If you have not participated, we hope this is the year you choose to do so. Worksites play a critical role in our participants' success by providing strong supervision and mentoring that helps young people develop the habits and soft skills necessary to be successful in a work environment. Site supervisors are the key to our program's success.

New worksites and supervisors are required to attend a one-hour Worksite Orientation Session. Worksite supervisors who attended orientation during the past four years are **EXEMPT** from this requirement.

To become a worksite for 2019, please complete the enclosed form. If you have questions, please contact Janet Rigaux at: jrig@co.ulster.ny.us or 845-340-3173. We look forward to working with you this summer.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Berger".

Lisa Berger, Director
Ulster County Office of Employment & Training
Ulster County Workforce Development Board

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**ULSTER COUNTY OFFICE OF EMPLOYMENT & TRAINING
SUMMER YOUTH EMPLOYMENT PROGRAM
535 Boices Lane, KINGSTON, NY 12401
845-340-3170**

WORKSITE REQUEST FORM

Organization/Agency _____

Physical Address _____

City/Town _____ State _____ Zip _____

Mailing Address (if different) _____

City/Town _____ State _____ Zip _____

Contact Person _____ Phone _____

Email Address _____ Fax Number _____

Type of Agency: Nonprofit For Profit/Private Education/Gov't

Number of youth this worksite could provide meaningful and structured work experience for and give proper supervision to: _____

Estimated number of hours of work available per youth per week: _____

Minimum age of youth required: _____ (The program will do what it can to honor this request, but there is no guarantee as historically the majority of youth served are aged 14-17.)

Please provide a brief description of the types of jobs and related duties that you have for youth (use additional paper if necessary)

Job Title

Duties

Job Title	Duties
_____	_____
_____	_____
_____	_____

Is this agency handicapped accessible? YES NO
(This will not affect possible placement of participants at the agency)

Will youth need to travel off-site as part of their job duties? YES NO

**Mail completed Worksite Request Form to 535 Boices Lane, Kingston, NY 12401
or fax to: 845-340-3165 or e-mail to Lisa Snyder at lsny@co.ulster.ny.us**

Rev: 4/2019

As mentioned in the cover letter, below are the dates of our Worksite Orientation Sessions. Again these sessions are only ***mandatory for new worksites and supervisors***. Please have ***all*** new supervising staff specify which session he or she will be able to attend. Supervising staff from the same agency do not have to attend the same session. Failure to attend one of these orientations will forfeit your participation in the Summer Youth Employment Program.

Date: 5/2/19 Time: 10 am Name of supervisor attending & title:

Date: 5/15/19 Time: 10 am Name of supervisor attending & title:

All orientations will be held at the Ulster County Career Center located @ 521 Boices Lane in Kingston.