

# ULSTER COUNTY

## Office of Employment and Training

535 BOICES LANE  
KINGSTON, NY 12401  
[www.ulsterworks.com](http://www.ulsterworks.com)



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

Patrick K. Ryan  
UC Executive

Tomasine Oliphant, Director

January 27, 2020

Dear Business Owner:

Ulster County's Summer Youth Employment Program helps young people from low-income households gain valuable work experience and a significant wage. By connecting youth ages 14-20 to jobs, we help them acquire the skills, habits and values needed to become a vital part of Ulster County's emerging workforce and encourage them to stay in Ulster County as working adults.

We are looking for worksites to employ our participants from June 29th through August 2nd. Youth receive twelve dollars and fifty cents an hour (\$12.50), 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.

All worksites and supervisors are required to attend a one-hour Worksite Orientation Session. Those worksite supervisors who attended orientation last year are **EXEMPT** from this requirement.

To become a worksite for 2020, please complete the enclosed form. If you have questions, please contact Janet Rigaux at: [jrig@co.ulster.ny.us](mailto:jrig@co.ulster.ny.us) or 845-340-3173. We look forward to working with you this summer.

Sincerely,

A handwritten signature in black ink that reads "Tomasine Oliphant".

Tomasine Oliphant, 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](mailto:lsny@co.ulster.ny.us)**

Rev: 3/2018

As mentioned in the cover letter, below are the dates of our Worksite Orientation Sessions. Again these sessions are ***mandatory for all worksites and supervisors except those who attended last year.*** Please have ***all*** 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: Tuesday 3/10/20      Time: 10 am**     Name of supervisor attending & title:

**Date: Wednesday 3/18/20      Time: 2 pm**     Name of supervisor attending & title:

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