

## Mayor Barrett's Summer Youth Jobs Initiative

Using funds from the Wisconsin Dept. of Workforce Development, the City of Milwaukee will make it possible for non-profit and faith-based agencies to hire 350 youth aged 16 to 20 for part-time summer jobs in July and August, 2006.

### **Which agencies are invited to create jobs for youth workers?**

Non-profit 501-c-3 agencies (including colleges) and churches located in the city of Milwaukee are invited to create jobs for youth workers. Because the goal of this program is to increase employment opportunities for youth, **agencies must create new jobs that otherwise would not have been available to youth this summer.**

### **What will the City of Milwaukee provide?**

The City will cover the cost of hiring young people aged 16 to 20 for up to 120 hours of work this summer at wages of \$6.50/hour. The youth will be temporary employees of Manpower or Victory Personnel. Paychecks will be issued directly to the youth workers by Manpower or Victory Personnel; no funds will go to the agency. Manpower or Victory Personnel will provide liability coverage for workers in this program.

If an agency is authorized to create jobs for 8 or more young people, the City will cover the cost of hiring one crew leader. The City will cover the cost of two crew leaders if the agency is authorized to create jobs for 11 to 15 youth workers. The crew leaders may work for up to 150 hours at wages of \$12/hour. The crew leaders must be at least 21 years old, and must undergo a criminal background check. Paychecks will be issued directly to the crew leaders by Manpower or Victory; no funds will go to the agency.

### **How many positions can one agency create?**

To ensure that youth workers have adequate supervision, each agency will generally receive authorization to create up to three jobs. Agencies with established youth employment programs that have the infrastructure in place to properly supervise and assign work to larger numbers of youth employees may be authorized to create up to 15 youth jobs.

### **When does the program operate?**

The program operates between July 3 and August 18, 2006. Each agency sets its own schedule for workers. However, no one in the program may work more than 8 hours in one day or more than 40 hours in one week. **Youth workers may work no more than 120 total hours; crew leaders may work no more than 150 total hours.**

### **Who may be hired?**

All youth workers and crew leaders must live in the City of Milwaukee. Youth workers must be between the ages of 16 and 20 as of June 1, 2006. Youth workers who are under age 18 on the day they begin work must obtain a work permit. Crew leaders must be at least 21 years old as of June 1, 2006. Youth workers who are under 18 on the day they begin work must obtain a work permit.

### **How does an agency locate workers?**

There are three ways to locate workers for jobs in the program.

- 1) Agencies may identify and select qualified youth workers on their own.

- 2) Agencies may ask the City of Milwaukee to refer names of individuals who are interested in summer jobs.
- 3) Agencies may attend a hiring fair to interview workers.

Agencies that choose to identify the individuals they wish to hire will be required to give the City of Milwaukee basic demographic information, proof of age, and proof of Milwaukee residency for each worker. Agencies that identify and select crew leaders will be required to provide basic demographic information, proof of age, proof of Milwaukee residency, and the results of a criminal background check conducted using the State's CCAP tool (<http://wcca.wicourts.gov/index.xml>). This material must be provided to the City of Milwaukee before the worker is put on the payroll of the temporary agency.

### **What tasks can youth workers do?**

Youth workers can do a variety of jobs:

- office work including data entry, research, filing, answering phones, preparing mailings, etc.
- assisting with supervised activities involving children, the elderly, or disabled individuals
- reading aloud
- outreach activities
- assistant coaches for athletic teams
- outdoor work such as pulling weeds, planting flowers
- helping in meal programs
- packing bags in a food pantry
- painting that doesn't require use of a ladder

Be creative, and assign age-appropriate tasks. It's critical that you're always prepared in advance with work assignments; you may be surprised how quickly tasks get accomplished, and as with any other worker, you don't want someone standing around with nothing to do. Youth workers should be engaged in tasks that contribute to the work of the agency.

### **Are there tasks the youth workers may not perform?**

Youth workers may not operate equipment or cutting devices. They may not drive any motorized vehicle on the job, nor may they work on a ladder or scaffolding. Youth workers should not be given tasks that require them to handle money. If a youth worker is handling records that contain confidential information, be sure to spell out the rules for ensuring the confidentiality of that information. If protective equipment is required for a task, the agency must provide it.

Youth hired by churches may not undertake tasks directly related to the key religious activities of the church (worship services, Sunday school, vacation Bible school, evangelism, etc.).

### **What's the application procedure?**

Applications for job slots will be accepted beginning Wednesday, June 7, at the following web site: [www.mkedcd.org/youthjobs/jobauthorizreq.asp](http://www.mkedcd.org/youthjobs/jobauthorizreq.asp)

Agencies awarded job slots will receive notification within 72 hours of submitting their application through the web site.

Applications will be accepted until 350 positions have been authorized.