

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

Patrick K. Ryan
UC Executive

Tomasine Oliphant, Director

February 8, 2021

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 28th through July 30th. Youth receive thirteen dollars and fifty cents an hour (\$13.50), 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 an online one-hour Worksite Orientation Session. Those worksite supervisors who attended orientation last year are **EXEMPT** from this requirement.

To become a worksite for 2021, 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 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
_____	_____
_____	_____
_____	_____

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**

As mentioned in the cover letter, there is an online one-hour worksite orientation that is ***mandatory for all worksites and supervisors except those who attended last year.*** Please indicate below if you attended an orientation last year or not. For those who did not once we have the orientation recorded and available on our website, we will email you notification and a link. Failure to attend our online orientations will forfeit your participation in the Summer Youth Employment Program.

Attended orientation in 2020 Yes No

If no, please provide the following:

Name of supervisor attending & title:

Email to send link to:

Phone Number: