



lakes center
FOR YOUTH & FAMILIES

20 Lake Street North, Suite 103
Forest Lake, MN 55025
Phone: 651-464-3685 Fax: 651-464-3687
www.LC4YF.org
Guiding Successful Futures

2018

Dear Resident,

Thank you for your interest in joining The Job Connection! This program is available for residents in the Forest Lake School District area and Chisago County. Check off those tasks on your “to do” list by getting help from teens, ages 12-18, to clean out your garage, mow the lawn, rake leaves, shovel snow, or other chores where a helping hand would be nice.

Youth can assist with almost any type of chore in homes or yards. This is a great way to get affordable help while giving you a chance to connect with youth in the community. You can choose to post your job on a private community board or give youth workers a call directly. **We encourage you to register and submit your job at least one to two weeks in advance to ensure adequate time to process your request and give youth ample time to review the post.**

An Adult Job Connection Information Packet is enclosed. Please thoroughly review the information. Instructions on how to register and post jobs are included.

If you have further questions, please contact Jenna Jones with LC4YF at 651-464-3685 or Jenna.Jones@lc4yf.org. Thank you for your involvement!

Jenna Jones

Enrichment Manager
Lakes Center for Youth & Families



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The Job Connection Program Adult Information

1. General Information

- a. Youth in the program are 12-18 years old and live in the Forest Lake School district area or Chisago County.
- b. Youth are responsible for their own transportation.
- c. **Parents/Guardians are expected to visit your home to find the exact location and meet you at least once.** If possible, it is recommended to do this before the job.
- d. Youth are independent contractors, not employees of LC4YF, which means you assume all liability regarding the work they do at your home.
- e. LC4YF acts as the connection source only. The details of the job are arranged between you and the youth worker.
- f. The program goes year round. Post jobs in the Spring, Summer, Fall, and Winter!

2. How to Hire a Youth Worker

- a. After reviewing the Job Connection Program Adult Information packet, visit www.lc4yf.org.
 - i. On the left side, click on the link "Job Request".
 - ii. Fill out all of the required fields and hit submit on the bottom.
- b. Your form will be submitted to the program manager who will review your request.
 - i. If approved, you can choose to post the job information to a private job board for youth workers to view or download/receive a list of all youth workers.
 1. Posting the job: Your name, phone number, city, wage, and job description will be posted.
 2. List of youth workers: You will receive a link via email that brings you to a private page complete with all youth worker's contact information and jobs they are interested in. Or request one to be mailed out to you.
 - a. The youth's information is to remain private and not shared outside of the program.
 - ii. If declined, you will be contacted by a staff member to discuss the program and job opportunities further.

- iii. You will receive a link via email that brings you to a private page complete with all youth worker's contact information and jobs they are interested in.
 - 1. This link is to remain private and not shared outside of the program.
- c. Youth are then notified of the new posting and will call you to inquire about your job post. You can also choose to contact a youth worker on your own.
- d. Once the job has been completed, contact Jenna to have the job post removed.
- e. Repeat this process for future jobs.
 - i. We encourage you to post your job at least one to two weeks before you would like the work completed to ensure adequate time for youth to view the post and for negotiating.

3. Money

- a. You will pay the youth an hourly or set rate that will be determined between you & the youth worker. Discuss this during the initial phone conversation.
- b. Payment for work completed is made directly from you to the youth.
- c. It is required to pay the youth at the end of each shift, even if they have plans to return.
- d. Plan to pay in cash; confirm with the youth if you would like to pay using a check.
- e. We give *suggested* amounts of:
 - i. \$6-7 per hour for 12-14 year olds or \$7-8 per hour for 15-18 year olds
 - ii. Helpful hint: if you are willing to pay more, we suggest to give it at the end as a "bonus" for a job well done.

4. Your Responsibilities

- a. Employers must provide supervision and instruction to the youth worker to ensure they are completing the job correctly and safely.
 - i. You are encourage to check in on them to see how they are doing and give them helpful constructive criticism.
- b. You are expected to provide any tools or supplies required for the job.
 - i. If you do not have the proper equipment, you can ask if the youth worker is able to provide it. We encourage you to pay an extra amount to cover the use of the equipment.
- c. Youth are not allowed to be left alone at your home. A registered resident must be on the premises at all times.
 - i. You can register more than one member per household.
- d. Only offer jobs that fall within the "home chore" description.
 - i. Jobs outside of this will not be posted to the job board.
- e. It is crucial to our record keeping that you contact LC4YF to share with us the name of the youth you hired and when they completed the work.
- f. If you have any questions or concerns, please bring them to our attention as soon as possible by calling 651-464-3685 or emailing Jenna.Jones@lc4yf.org.