



**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](http://www.LC4YF.org)  
*Guiding Successful Futures*

2018

Dear Student,

Thank you for your interest in joining The Job Connection! Our goal is to provide youth ages 12-18 with the opportunity to help out residents in our community with home chores to earn some money & gain work experience. **Please note: the program is now open to all residents in the community, not just those 55+ and/or with a disability.**

The Job Connection program is just that, a connection. Adults will post their available jobs to our online job board. It will be your responsibility to check the board regularly and to contact the adults for jobs you would like. Opportunities will vary, depending on the time of year and how many requests we get from adult participants. You will be working in Forest Lake, Chisago Lakes, and the surrounding areas. This program goes year-round, but annual registration is required to keep our records accurate.

**These are three steps to take to officially be enrolled in the program.** Step One: Both the participating youth and parent/guardian must thoroughly read the attached “The Job Connection Program Information” packet and the consent form must be signed and turned in. Step Two: The youth must complete the Youth Employment Application online at [www.lc4yf.org](http://www.lc4yf.org), click “Youth Application” on the left side. Step Three: Watch a training video online and complete an online quiz. Links to these are on [www.lc4yf.org](http://www.lc4yf.org), click “General Information” under Job Connection in the menu. Parent/guardians are encouraged to watch the video with the youth to provide clarity and additional information on the topics. The quiz must receive a grade of 80% or higher to be accepted into the program.

After completing the three steps above, you will be contacted and informed if you were accepted into the program and receive instruction on how to proceed. If you have further questions, please contact Jenna Jones with LC4YF at 651-464-3685 or [Jenna.Jones@lc4yf.org](mailto: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 Information

### 1. General Information

- a. You are considered to be an independent contractor. You are not an employee of Lakes Center for Youth & Families (LC4YF).
- b. LC4YF acts as the connection source only. The details of the job are arranged between you and the employer.
- c. The employers are required to provide supervision, instruction, and necessary supplies for each job.
- d. Should an accident occur at the worksite, the employer assumes all liability.

### 2. How You Get Jobs

- a. Once accepted into the program, you will be provided instructions on how to create a Job Connection account on our website.
- b. When the account is confirmed, you will be able to log in and view all of the current and open job postings.
  - i. You will then contact the employer directly for the job you would like to accept.
  - ii. Treat this like an interview. Employers are not required to hire or rehire you.
  - iii. This is when you arrange the details of the date, time, and rate of the job.
  - iv. Helpful hint: If you are not able to work on the date they request, ask if you can work for them on a different date.
  - v. You will receive a text message when new jobs are posted.
- c. If parent/guardian permission is given, the employer will also be able to access your name, phone number, city, birthdate, and gender on a private page.
  - i. You *may* be contacted by the employer directly to the number provided on the consent form.
- d. Do not limit yourself on the types of jobs. Remember, these are not “your chores”, they are your job that you will get paid for. If you haven’t done something before, give it a shot. You can always change your preferences later.

### **3. Job Availability**

- a. The Job Connection is NOT a summer job. The program has a spring focus, but it goes year round.
- b. The program is NOT a part-time job. It is a work experience. Available opportunities will vary. The amount of jobs available are dependent upon how many adults are in and utilizing the program.
- c. Call on as many jobs as you are able to. It is your responsibility to get yourself the work opportunity. Not all adults will call you directly; *you need to take initiative*.

### **4. Money**

- a. You will be paid an hourly or set rate that will be determined by you and the employer. Discuss this during the initial phone conversation.
- b. Payment for work completed is made directly from the employer to you.
- c. Make sure you are paid after each job you complete, even if you are hired for more work.
- d. If you do not want to accept checks, inform the employer during the initial phone conversation.
- e. We give *suggested* amounts of wages to the adults.
  - i. \$6-7 per hour for 12-14 year olds or \$7-8 per hour for 15-18 year olds
  - ii. Helpful hint: if adults are willing to pay more, we suggest to them to add it as a bonus for a job well done.

### **5. Your Responsibilities**

- a. Return phone calls as soon as possible.
  - i. Most adults only wait one day before calling another worker.
  - ii. Helpful hint: make sure your voicemail is set up and not full so they are able to leave a message.
- b. You are responsible for your own transportation.
  - i. Before officially accepting a job, check with your parent/guardian that you are available and that you have means to get to and from the job.
- c. If you accept a job, you are required to complete the job as agreed upon.
  - i. Last minute cancellations and no shows are tracked. Numerous offenses may result in dismissal from the program.
  - ii. If you become ill, let the employer know as soon as possible. Reschedule the job or offer to try to find someone else in the program to complete the job.
- d. Do your best work.
  - i. Only accept jobs you're comfortable doing and believe you'll be successful at.
  - ii. Helpful hint: ask half way through the job if you are doing it correct and well; also ask for any suggestions to do a better job or become more efficient.
- e. All information within the Job Connection program is confidential.

- i. Sharing your account login information with friends or family (other than a parent/guardian) will result in dismissal from the program.
  - ii. Sharing the adult's information with anyone not in the program will result in dismissal from the program.
- f. You are required to promote the program in your area.
  - i. Print copies of the flyers from [www.lc4yf.org](http://www.lc4yf.org) (or request copies to be mailed to you), hand them out to neighbors or hang them up in businesses.
  - ii. The more flyers in your area means more adult participants in your area, which leads to you getting more jobs.
  - iii. Helpful hint: Put your name on the flyers that you put up so employers can find you on the employee contact list.
- g. Quarterly evaluations
  - i. We will email you a link to do an evaluation approximately every three months. Completion of this evaluation is required. If you do not complete the survey online, we will call. If we do not get a response within one week, you will be automatically removed from the program.

## 6. Additional Information

- a. Safety
  - i. **Parents/Guardians are expected to visit the employers home to find the exact location and meet the employer at least once.** If possible, it is recommended to do this before the job.
  - ii. Background checks are NOT done on any employer.
  - iii. If there are any concerns, please contact Jenna immediately at 651-464-3685.
- b. Guidelines for breaks:
  - i. One – 15 minute break per 3 hours worked.
  - ii. If you are working more than 4-5 hours, talk to your employer about breaks.
  - iii. Helpful hint: Stay focused and stay away from “mini-breaks”: checking your phone, talking to the neighbor, petting a dog, goofing off with other workers.
- c. Come prepared
  - i. Dress for the weather.
  - ii. Bring a water bottle and snacks or a lunch.
  - iii. Ask where you can put your stuff (phone, jacket, snacks) while you work.



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## Parent/Guardian Consent Form

Print youth name(s) \_\_\_\_\_

Print parent/guardian name \_\_\_\_\_

### ***Independent Contractor Consent***

I understand that while \_\_\_\_\_ (son/daughter) is performing home chores, he/she is an independent contractor, not an employee of Lakes Center for Youth and Families (LC4YF). I realize that no bonding or insurance of any kind is provided, either for the worker or the employing area resident.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

### ***Participation Consent***

I have reviewed/understand the Job Connection Program Information packet and give my consent for \_\_\_\_\_ (son/daughter), to participate in The Job Connection program offered by LC4YF. I verify my son/daughter is at least 12 years old and not above 18 years old and/or a senior in high school.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

### ***Shareable Contact Information (Not required)***

I give permission for LC4YF to release my youth's name, birthdate, gender, city, and the designated phone number listed below to residents registered in the Job Connection program.

**Phone number to be given to potential employers:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Please fill out as much as you can of the box below.** Your participation will help us to continue providing low cost services to youth and families and is only for statistical purposes.

Does your family qualify for free/reduced school lunches? YES NO	Immigrant? YES NO
Does your family receive government assistance? YES NO If Yes, please list: _____	
Approximate yearly household income \$ _____ (if left blank, we assume \$80,000)	
Number in household ____	Female head of household? YES NO Youth Race/Ethnicity: _____