



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

April 3, 2017

Dear Bonnie,

Thank you for contacting Lakes Center for Youth & Families (LC4YF, formerly Lakes Area Youth Service Bureau) regarding The Job Connection. LC4YF offers this program to adults 55+ and/or disabled living in the Forest Lake area or Chisago County in order to help residents get ahead on house and yard work. Check off those tasks on your "to do" list by getting help 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. **We ask for least a 1-2 weeks' notice before the project date to request a registration packet.** This allows us enough time to process requests and send you a referral list.

Adult Participant Information and a Registration Form are enclosed. Please complete and send back the Registration Form so we can include you on our participant roster. Once we receive your completed Registration Form, we will send you a list of youth workers who have completed the required orientation session. You will then contact the youth directly to hire them for jobs. If you have any questions, please call Jenna with LC4YF at 651.464.3685.

Thank you,

A handwritten signature in cursive script that reads "Jenna Jones".

Jenna Jones

Youth Enrichment Manager
Lakes Center for Youth & Families
20 Lake Street North, Suite 103
Forest Lake, MN 55025
(651) 464-3685
jenna.jones@lc4yf.org



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The Job Connection Adult Participant Information

1. You must complete the confidential Registration Form enclosed and mail it to LC4YF.
2. **For new adult participants, we ask for a minimum of 1-2 weeks advance notice of your project.** This allows for the needed time of processing and sending out your referral. Once you have joined the program, we ask for a **minimum of 1 week notice for an additional referral list.** Requests with less than this time allotted may not meet your needs.
3. Please call the Job Connection coordinator, Jenna Jones, with LC4YF at 651-464-3685, with any questions that you might have throughout your involvement.
4. Youth in our program are 12-17 years old. They have all been through an orientation session, along with at least one parent/guardian. **We encourage you to give the younger kids a chance to work.** They are as competent as the older kids, and often more available. All youth are responsible for arranging their own transportation.
5. You are responsible for contacting the youth to make arrangements for your tasks to be completed & letting LC4YF know if the names provided were not available to work for you. We will then provide you with a different list of youth to contact. Please leave messages when applicable and allow a minimum of 1 day for them to give you a call back.
6. It is crucial to our record keeping that you contact LC4YF to share with us the date & name of youth hired to complete a job.

{CONTINUED ON REVERSE SIDE}

7. **It is required that you provide supervision and instruction to the youth** in order to ensure that the youth is completing the job correctly & safely.
8. You are also expected to provide any tools or supplies needed for the job(s). If the worker uses their own lawn mower or other supplies, we ask that you pay an extra amount to cover the use of the equipment.
9. You can negotiate what would be an appropriate wage with the youth. The following wages are merely suggestions set by LC4YF to give you an idea of what the youth may be expecting to be paid. If you are willing to pay more for jobs, we suggest to have them start at this wage and offer a bonus as an incentive for a job well-done.

12-14 years of age.....\$6.00 - \$7.00 per hour

15-17 years of age.....\$7.00 - \$8.00 per hour

Lawn mowing or other large projects..... Set \$ Amount, Depending on Average length of time it ***should*** take a youth to complete the job in your opinion

10. It is expected that you pay the youth at the end of each day, even if they are coming back soon or hired on an on-going basis.
11. Youth are independent contractors, not employees of LC4YF, which means you assume all liability regarding the work they do at your home.

If you have any questions or concerns, please bring them to our attention by calling Jenna with LC4YF. Thank you for your involvement!



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The Job Connection Adult (55+ and/or Disabled) Participant Registration Form

Date _____

First & Last Name(s) of Adult(s) in Household: _____

Mailing/Physical Address _____ Apt # _____

City/Township _____ State _____ Zip _____

Home Phone _____ Alternate Phone _____ County _____

E-mail Address: _____

Ethnicity: White African American Hispanic Native American Asian/Pacific Other _____

Place an "X" by the type of job(s) you would like done:

*means experience/knowledge/skill is required of the youth

Cleaning:

- Windows
- Dusting
- Vacuuming
- Dishes
- Garage cleaning
- General (kitchen, bathroom, etc.)
- Clean high areas (ladder use)
- Other (list) _____

Outdoor:

- Raking
- Picking up sticks
- Hauling wood
- Lawn mowing
- Weed whipping
- Bailing hay
- Clean lake front
- Gardening work
- Landscaping*
- Other (list) _____

Miscellaneous:

- Packing boxes
- Assist with moving
- Cleaning basement
- Painting
- Organizing
- Clean barn
- Technology assistance*
- Minor home repair*
- Other (list) _____

Please Complete Reverse Side

Office Use Only:

Dates New List Sent Out: _____

Release Statement

I have read and understand the “Adult Participation Information” that was provided with this application. If I had any questions, I contacted a staff member LC4YF at 651-454-3685 and had them answer thoroughly.

I understand the youth’s contact information I receive as a part of the Job Connection is confidential within my household and will not be shared outside of my household.

I understand that the information I am providing on this form is for registration purposes. The information will be used by LC4YF only to create statistical reports and will not be shared with anyone else.

I also understand that youth are independent contractors, not employees of LC4YF and I am assuming all liability regarding work they do at my home.

Signature _____

Date _____

Please return this registration form to:



Lakes Center for Youth & Families

Attn: Jenna Jones

20 Lake St N, Suite 103

Forest Lake, MN 55025

Fax: 651-464-3687

Email: Jenna.Jones@lc4yf.org