



**Youth  
Opportunities  
Unlimited**

Dear Cuyahoga County Non-Profit or Government Organization:

The City of Cleveland and Cuyahoga County are joining together in a Summer Youth Employment Initiative called Just About Jobs . . .and we want you to be a part of it!

For over 25 years Y.O.U. has helped thousands of youth master employability skills, participate in career and academic development activities that motivate them to stay in school, and placed youth in quality work experiences. We'll be running Just About Jobs, and are in the process of identifying work sites for our 2009 summer program. Please consider becoming one. We hope as it grows, the initiative will claim public/ private sector and foundational partners. In the meantime we are identifying as many worksites as possible to see how far we can expand the program.

Our mutual goal is to provide Cuyahoga County youth ages 14-18 with meaningful work and proper supervision. Serving as a worksite, your organization will receive youth provided by Y.O.U. for a six week summer work experience. All youth will be reviewed for job readiness prior to acceptance and will have received an orientation on work skills, attitude, appearance, communication, dependability.

**In order to be considered as a worksite, your completed Worksite Agreement must be faxed or mailed to Y.O.U. by April 30, 2009.** Criteria for worksite selection includes your ability to provide an appropriately supervised and meaningful work experience with clearly defined duties and predetermined skills that will be learned while performing the job. You identify the number of youth you can accommodate (ideally at least ten), for as many jobs as meet the criteria. The youth supervisor must attend an employer orientation. A Worksite Agreement must be completed for each department in which you seek to place youth.

**What can youth do?** Perform a community service project, tutor younger children, work in a day care facility, answer phones, assist with landscaping, perform light maintenance and service projects, or perform other services you deem appropriate. You create the work experience, and assure there's enough work to keep each youth engaged 20 hours per week. **Please note the employer is responsible for all expenses related to background checks, health screening or any other related fees (neither Y.O.U., funders nor youth are responsible).**

Please complete the Worksite Agreement enclosed, using the instructions we've included as a guide. We assign youth on first-come, first-served basis, and consider the proximity of your location to the youth's home.

Please fax the completed application to Pam Macer at (216) 566-5981, and mail the original to her at Y.O.U. If you have questions, contact Pam at [pmacer@youthopportunities.org](mailto:pmacer@youthopportunities.org) or (216) 566.5445x237.

