

## Work Readiness

### Schedule

- ♦ Applications 9am–12pm  
Mar 23, 24, 25, 26, 27  
Then start @ 4:30 after school every Monday after Spring Break
- ♦ Resumes 1pm–4pm  
Mar 23, 24, 25, 26, 27  
Then start @ 4:30 after school every Monday after Spring Break
- ♦ Communication & Customer Service  
Start @ 4:30 after school every Tuesday after Spring Break
- ♦ Youth Work Handbook Start @ 4:30pm after school every Wednesday after Spring Break
- ♦ Interviewing Start @ 4:30pm after school every Thursday after Spring Break
- ♦ Hiring & Payroll Processes  
Start @ 4:30pm after school every Thursday after Spring Break

All first-time workers need to attend all these topics one time on any time scheduled. Attendance will be taken to determine eligibility to work.



Learn new skills

## QUESTIONS?

Please do not hesitate to call

During Spring Break Classes				
MONDAYS	TUESDAYS	WEDNESDAY	THURSDAYS	FRIDAYS
Mar 23	Mar 24	Mar 25	Mar 26	Mar 27
9am-12pm Applica-tions	9am-12pm Applica-tions	9am-12pm Applica-tions	9am-12pm Applica-tions	9am-12pm Applica-tions
1pm-4pm- Resumes	1pm-4pm- Resumes	1pm-4pm- Resumes	1pm-4pm- Resumes	1pm-4pm- Resumes
After School After Spring Break Classes Will Be Held Daily				
Applica-tions & Resumes 4:30pm	Communi-cation & Customer Svc 4:30pm	Youth Work Handbook 4:30pm	Interview-ing 4:30 pm	Hiring & Payroll Processes 4:30pm
Mar 30	Mar 31	Apr 1	Apr 2	Apr 3
Apr 6	Apr 7	Apr 8	Apr 9	Apr 10
Apr 13	Apr 14	Apr 15	Apr 16	Apr 17
Apr 20	Apr 21	Apr 22	Apr 23	Apr 24
Apr 27	Apr 28	Apr 29	Apr 30	May 1
May 4	May 5	May 6	May 7	May 8
May 11	May 12	May 13	May 14	May 15
May 18	May 19	May 20	May 21	May 22
May NO CLASS	May 26	May 27	May 28	May 29

### WORK~EXPERIENCE~DEVELOPMENT TMENT

1110 Wasco Street / .0 Box C  
Warm Springs, OR 97761  
Phone: 541-553-3324  
Fax: 541-553-2203

\$\$ Earn Money \$\$



WORK~EXPERIENCE~  
DEVELOPMENT DEPARTMENT

## 2020 SUMMER WORK FOR YOUNG PEOPLE

An opportunity for paid summer jobs for students enrolled in high school, alternative school, GED, or college.

An opportunity for out-of-school young people committed to enrolling in school, alternative school, Job Corps., or other educational entity so as to obtain GED or high school diploma in the Fall of 2020, or enlist in military.

Tribal Youth Work Program

WIOA Supplemental Youth Services  
Program

WS Youth Corps.

Meet and make new friends



### What does Youth Work Offer?

- ♦ Summer paid work experience for young people ages 14–24
- ♦ Work Readiness training
- ♦ Financial Literacy training opportunities
- ♦ Leadership training opportunities
- ♦ Career Exploration
- ♦ Skill building, enhance job skills, building reliable work habits, interpersonal skills, how to become a good employee
- ♦ Resume building
- ♦ Work history
- ♦ Letters of Recommendation
- ♦ Job referrals
- ♦ Referrals to other resources
- ♦ And more .....
- ♦ Support Services

### Who is Eligible?

- Any Native American, Alaska Native or Native Hawaiian
- Be low income
- Males ages 18 and over must be registered with Selective Service
- Provide proof of enrollment and attending school, either public, alternative, GED, college
- Reside within the counties of Crook, Deschutes, Jefferson or Wasco
- Complete a WEDD application
- Complete an intake

Note: Descendants are eligible if a birth certificate is provided along with proof of tribal enrollment of the mom or dad.

College students of any age.

### Summer Work Process

Bring documents to prove above eligibility requirements. Attend Application workshop. Go to WEDD to complete an intake. Bring proof of education status that includes transcript and school picture ID for high school or college students.

High school and college students who previously worked in Summer Youth Work must submit a resume and cover letter only, no workshop attendance is required.

### Summer Work Process

#### First Time Workers

First time workers must complete Work Readiness Training which begins in Spring Break and each day after school in the following weeks after Spring Break. This is a requirement. Topics include:

- ♦ Applications & Resumes
- ♦ Communication & Customer Service
- ♦ Job Safety, Basic First Aid, Emergency Preparedness
- ♦ Youth Work Handbook
- ♦ Interviewing
- ♦ Hiring & Payroll Processes
- ♦ Financial Skills

Students who did not complete all workshops last summer will have a chance to attend workshops that they missed so as to be eligible for 2020 summer work. All required workshops should be completed prior to the last day of school. A calendar of workshops will be available during Spring Break.

Last day to apply is May 15, 2020.

Summer work is for 6 weeks.

First day of work is June , 2020.

Last day of work is August 31, 2020