



Saratoga County
DEPARTMENT OF EMPLOYMENT & TRAINING
Lisa M. Scaccia, Director

152 West High Street, Ballston Spa, NY 12020

TEL: (518) 884-4170 FAX: (518) 884-4262

MEMORANDUM

TO: Potential Worksites
FR: Katherine Raymond
DATE: April 18, 2014
RE: 2014 Summer Youth Employment Program

The Saratoga County Department of Employment & Training is gearing up for the 2014 Summer Youth Employment Program (program overview attached). Although we do not yet have confirmation that the program will be funded for 2014, we are moving forward in anticipation of a positive outcome. We expect clarification and information in the coming weeks.

As in the past, we are recruiting various schools, government organizations and non-profit agencies willing to host youth workers for the summer. Worksites need to offer meaningful work in a well-supervised environment; the Department of Employment & Training will handle the payroll and wages.

If you are interested in being a worksite for the program this summer, please fill out the attached application and return it to the above address with a current Certificate of Liability Insurance (see memo attached), if applicable. Please note there are three separate work schedule forms on the application for work hours ranging from 20-30 per week.

Kindly return the Worksite Application by May 15, 2014 or sooner to the address above.

If you have any questions please contact: Katherine Raymond at 518-884-4904
kraymond@saratogacountyny.gov

or

Lisa Scaccia at 518-884-4170
lscaccia@saratogacountyny.gov

Thank you in advance for considering participation in the 2014 Summer Youth Employment Program!