



Saratoga County
DEPARTMENT OF EMPLOYMENT & TRAINING
Jenniffer McCloskey, Director

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MEMORANDUM

TO: Potential Worksites
FR: Katherine Raymond
DATE: February 21, 2019
RE: 2019 Summer Youth Employment Program

The Saratoga County Department of Employment & Training is preparing for the 2019 Summer Youth Employment Program (overview attached). We are currently recruiting various schools, government organizations, non-profit agencies and for profit businesses willing to host youth workers for the summer.

Worksites need to offer meaningful work in a well-supervised environment and the Department of Employment & Training will handle the payroll and wages. If you are interested in acting as a worksite for the program this summer, please fill out the attached Worksite Application and return it to the above address with a current Certificate of Liability Insurance (see memo attached).

The 2019 dates for the program are July 1 – August 23, 2019 but are flexible if you need to make adjustments. If you need to adjust the dates, please be sure to make a note of it on the Worksite Application.

We will determine the hours and schedules once we have a budget to work with and a total number of jobs and eligible applicants. In the past we have been able to include a wage increase incentive to promote good work habits. If it is possible to offer it this year, we will let you know and ask for your feedback on applicant performance.

I have enclosed a participant pre-application also for your reference. Feel free to make copies and hand out to any youth you think might be eligible.

Kindly return the Worksite Application by March 22, 2019 or sooner to the address above.

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

Thank you in advance for considering participation in the 2019 Summer Youth Employment Program!

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