

WORKFORCE
BOULDER COUNTY



Connecting Business and People



Thank you for your interest in the **Youth Employment Program**. We are very proud to be able to offer you this brand new program at Workforce Boulder County. We are also very excited to have you be a part of it. The purpose of this letter is to give you a better understanding of **Y.E.P. !** as well as some of the requirements needed to become a **Y.E.P. !** intern. If you think **Y.E.P. !** is right for you, we have given you an application that you can complete right away. We have also given you our brochure with some additional information, and for something to show to any of your friends that may be interested in **Y.E.P. !** If you happen to lose any of this information, everything you have now is also located on our website at:

<http://www.wfbc.org/youth/youth2.htm>

The **Youth Employment Program** or **Y.E.P. !** is a six week summer internship with a variety of employment options. The aim of **Y.E.P. !** is to give someone like you the opportunity to try a job that you might think is interesting, exciting, or educational. Take a moment to think about what you like to do. Do you like being outside? Do you like being inside? Do you like building things? Do you like animals? Do you like plants? Do you like computers? After you have done that, think about what types of jobs fit into those categories. Got a job in mind? There is a good chance we have that job for you.

How does **Y.E.P. !** do this for you? **Y.E.P. !** goes out into the community and finds employers all over Boulder County that like what we do, and are interested in teaching you a trade. The **Y.E.P. !** internship is exactly that, an internship where you will not only work, but learn a skill that you can use in the future, and a skill that you chose to learn.

Are you excited yet? I know I am, but don't fill out that application yet. There are a few requirements to our program. The first is that you are within the ages of 14 and 21 years of age. If you are 19 years of age or older you need to have a family member, in your household, that is less than 18 years of age to be able to apply. The second is your family income cannot exceed \$75,000.00 per year. The third is that you are a Boulder County resident as well as having valid proof of U.S. citizenship.

As we mentioned before, **Y.E.P. !** will run six weeks in the middle of the summer. During that time you will be required to work 32 hours a week, on a schedule of you and your employer's choice. Throughout the six exciting weeks there will be three pay periods. Each pay period will be your responsibility. Your employer will not be paying your salary, we will be, so it will be up to you to schedule and record your own hours. Of course if you need help at any time, with anything during your internship, we will always be there to help you.

Got that covered? Just about ready to fill out the application? Well, there is one more thing I would like to let you know. After being accepted to **Y.E.P. !** there will be a training you need to attend. The training will give you more in depth information on your responsibilities during your internship, as well as some valuable tips on how to make it through your six week internship successfully. This is a mandatory training.

So that's it. Grab a pen and get going on that application. There are only 50 openings, so get it to us as soon as you can. Either office listed below will accept your application, but we do need an original copy, so please no faxes.

Thank you again for your interest, and we hope you will be saying **Y.E.P. !** to an exciting opportunity this summer.

Tim Arnold

Y.E.P. !

Youth Employment Program
Program Coordinator

Monday / Tuesday / Thursday - 2520 55th Street . Boulder, CO 80301 . Phone: 303.301.2908 . Fax: 303.939.0054

Wednesday / Friday - 1500 Kansas Avenue . Suite 4D . Longmont, CO 80501 . Phone: 303.827.7452 . Fax: 303.651.0028

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