

City of Goldsboro
2018 Summer Youth Employment Initiative Program
Frequently Asked Questions

When will the applications be available?

- **APPLICATION OPENING DATE:** March 8, 2018
- **APPLICATION CLOSING DATE:** April 6, 2018

Please contact Shycole Simpson-Carter, Community Relations Director at (919) 580-4359 or ssimpson@goldsboronc.gov for more information on the program and process.

What are the basic requirements for this program?

Eligibility Requirements - To be eligible for employment, you must:

- Age 14-18 currently enrolled in-school youth; generally, one participate within a household for this program.
- Age 16-24 high school dropouts; will receive additional consideration and requirements for potential employed through Wayne Community College's Workforce Innovation and Opportunity Act (WIOA) program.
- Live within the Goldsboro city limits.
- Be available to work six weeks between (June 11, 2018 to August 17, 2018).
- Attend a mandatory orientation and **you are require to stay the entire time.** More information will be provided of the date, time, and location at a later date.
- Provide proof of all income in the household.

Necessary Documentation

- Verification of all income in the household such as:
 - ✓ A copy of the first two pages of your 2016 or 2017 Federal Tax form; or
 - ✓ One month of paystubs; or
 - ✓ Award Letters 2017 or Statements for 2016 if your receive SSI or SS public assistance.
- A copy of your photo identification or birth certificate.

For any individuals that do not meet the age or residency requirements, you may still qualify for services under the WIOA program. Please contact Asia Jones at acjones@waynecc.edu for additional information about WIOA.

Can youth that participated in the program from Summer 2017 apply?

Yes, youth employees from the Summer 2017 program may apply for employment within the new program year.

Will I need a work permit?

Youths under the age of 18 may be required to obtain a work permit. **If a youth is selected for employment within the program he or she will be instructed at that time if a work permit must be obtain.** Work permits may be obtained at the Wayne County Health Department or you can go to the NC Department of Labor's website http://www.nclabor.com/wh/youth_instructions.htm for instructions.

What type of work will I be doing?

This will depend on your placement. A variety of positions will be available, and work may include office staff, light laborers, and recreation support. Office staffers will file, fax, copy and perform data entry. Typing and computer skills are required. Light labor participants will work in landscaping, painting and general maintenance. Recreation support will interact with campers and assist senior counselors with games, crafts and other camp activities. The above duties are examples, and other duties may be assigned as necessary to specific placements.

Regardless of placement, each individual will be required to participate in enrichment opportunities one day each work week. These opportunities will include two components: 1) training and 2) excursions. Training will consist of soft skills training provided by Wayne Community College and financial literacy training to enhance skills and provide a more comprehensive experience to the youth. Excursions will include trips to sites that will enhance learning and expose students to new experiences. Training and excursions will include paid time for youth employees.

What is the process for applying for one of these positions?

The application process has been reopened to accept applications from March 8, 2018 until April 6, 2018. Youth applicants must attend a mandatory orientation and **you are require to stay the entire time**. More information will be provided of the date, time, and location at a later date. Interviews will be conducted, and if selected, you will begin work during the respective track. Notifications of employment will be mailed to successful applicants.

Can I still apply if I am not enrolled in school?

Yes.

What will the enrichment opportunities be?

Enrichment opportunities are being included to enhance youth learning opportunities. Financial literacy, job readiness classes, and excursions to nearby areas of interest will be included. Enrichment opportunities devised by the employer will be compensated.

How often will I be paid?

This will depend on your placement. You may be paid weekly, bi-weekly, or monthly. Pay may be held in arrears for the first pay cycle. This means that individuals will not be paid until the next payroll runs due to Human Resource requirements. For example, if the employer only pays once per month, the employee will not receive their first pay check until the following month.

How will I be paid?

Some employers may require direct deposit while others will provide paper checks. Your employer or program director will explain this to you at the time of placement.

How much will I be paid?

Rates of pay will depend on placement. Individuals will be paid \$7.25 or higher. Pay will depend on placement, and may depend on funding source.

What are the work start and end times?

The start and end time depends on placement. Hours will generally be in 4 hour blocks each day. If the work week is 4 days instead of 5, you will likely work 5 hours each day.

What necessary documentations will I need?

- Verification of all income in the household such as:
 - ✓ A copy of the first two pages of your 2016 or 2017 Federal Tax form; or
 - ✓ One month of paystubs; or
 - ✓ Award Letters 2017 or Statements for 2016 if you receive SSI or SS public assistance.
- A copy of your photo identification or birth certificate.

Is there preference given to the earlier applicants?

No. This second round of application submissions will be considered in the same manner as the first round of applications received.

If I am hired, where will I be working?

The program is being sponsored by the City of Goldsboro, Wayne Community College, NC Works, and the Housing Authority of the City of Goldsboro. You will work at one of these agencies or their partner agency work sites.

Does this program provide transportation to and from work?

No. You must arrange your own transportation. Once at the work site, transportation may be provided between work sites. Transportation will be provided from a centralized location for excursions.