

# City of Goldsboro

## 2020 Summer Youth Employment Initiative Program

### Frequently Asked Questions

#### When will the applications be available?

- **APPLICATION OPENING DATE:** March 23, 2020
- **APPLICATION CLOSING DATE:** April 24, 2020

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

**VERY IMPORTANT CHANGE FOR SUMMER 2020:** Applications can only be completed and submitted online through the City of Goldsboro's jobs opening website at <https://www.governmentjobs.com/careers/goldsboronc>. Applications may be completed on your home computer or from a public computer in the City's Human Resource Department lobby, at the public library, or at any other location offering Internet access.

#### 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 participant within a household for this program.
- Age 16-24 high school dropouts; will receive additional consideration and requirements for potential employment through Wayne Community College's Workforce Innovation and Opportunity Act (WIOA) program.
- Live within the Goldsboro city limits.
- Be available to interview for the program between (May 11, 2020 to May 22, 2020).
- Be available to **work six weeks** between (June 15, 2020 to August 21, 2020).
- Attend a mandatory orientation once scheduled. In light of COVID-19 and the Centers for Disease Control (CDC)'s latest social distancing recommendation no date for the orientation has been scheduled yet. However, once scheduled notification will be given within ample time to all youth applicants.
- Provide proof of all income in the household. Low-income youth may be given first priority for placement.

#### **Necessary Documentation**

- Verification of all income in the household such as:
  - ✓ A copy of the first two pages of your 2018 or 2019 Federal Tax form; or
  - ✓ Three months of paystubs; or
  - ✓ Award Letters 2020 or Statements for 2019 if you receive SSI or SS public assistance.
- A copy of your photo identification or birth certificate.

For any individuals that do not meet the age, income, or residency requirements below, you may still qualify for services under the WIOA program. Please contact Shaquita Hatcher at [srhatcher@waynecc.edu](mailto:srhatcher@waynecc.edu) for additional information about WIOA.

Please also consider employment through the City's Parks & Recreation Department as one of our summer Lifeguards or Day Camp Counselors. For more information on positions as a Lifeguard or Day Camp Counselor, visit the City's Job Opportunities page at <https://www.governmentjobs.com/careers/goldsboronc>.

### **Can youth that participated in the program from Summer 2017, 2018, & 2019 apply?**

Yes, youth employees from the Summer 2017, 2018, & 2019 programs 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](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 one of the program's Sponsoring Partners 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?**

Online applications will be accepted until April 24, 2020. Youth applicants must attend a mandatory orientations once scheduled. In light of COVID-19 and the Centers for Disease Control (CDC)'s latest social distancing recommendation no date for the orientation has been scheduled yet. **However, once the mandatory orientation is scheduled notification will be given within ample time and youth will be required to stay the entire time.** 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.

### **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 2018 or 2019 Federal Tax form; or
  - ✓ Three months of paystubs; or
  - ✓ Award Letters 2020 or Statements for 2019 if your receive SSI or SS public assistance.
- A copy of your photo identification or birth certificate.

**Is there preference given to the earlier applicants?**

No. Applications will only be received from March 23, 2020 and no later than April 24, 2020 to be considered.

**If I am hired, where will I be working?**

The program's sponsoring partners will recruit and select worksites from community based; non-profit; private sector; public sector; or government entities within the Goldsboro's city limits. 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.