



Get Ready, Get Ready, Get Ready!

We are in the process of recruiting nonprofits, community groups and faith-based organizations to join us as YouthWorks worksites for the upcoming summer 2013, and we sincerely hope you will take part this year.

We hope you can provide supervision and mentoring to YouthWorks participants in six-week, 25-hour-per-week positions funded by YouthWorks. Youth will be scheduled to work five hours each day (excluding lunch), five days a week, for a total of 25 hours per week for six weeks.

YouthWorks Launches Online WORKSITE Registration System for 2013

YouthWorks is pleased to announce the launch of its new, online pre-registration system! This system streamlines the application process for both young people interested in finding summer jobs and organizations interested in serving as a host worksite.

To register your organization as a YouthWorks 2013 worksite, you must:

- Go to our website, youthworks.oedworks.com, between Wednesday, January 2 and Friday, May 1, 2013
- Use your current, active email address to create an account

Once you have created an account, you will need to provide the following:

- A sample job description for each YouthWorks position
- A prospective work schedule for each YouthWorks position
- The resume of the staff member at your organization who will supervise YouthWorks participants.

Please note:

- If you cannot complete the registration form at any point, you can stop, save the information, and return to the form at a later time by logging onto youthworks.oedworks.com using your email address and account password.
- Once you have submitted your registration form, you will receive a confirmation email from YouthWorks. If you do not receive this confirmation email within five days of submitting your registration form, your registration is not complete. Contact ywhelpdesk@oedworks.com for assistance.
- All registration forms must be completed and submitted on or before the registration deadline – Friday, May 1, 2013.

IMPORTANT 2013 DATES TO REMEMBER

- **January 2 – March 15:** Online pre-registration period for youth
- **January 2 – May 1:** Online registration for worksites.
- **April 5:** Last day for worksites to submit your receipts to request the placement of specific YouthWorks applicants with their organization.
- **June 24 – Aug. 2:** Program dates. *(Please note: Thursday, July 4 is observed as a holiday, and youth will not be paid for this day).*