



The Job Connection

*Co- Sponsored by Lakes Area Youth Service Bureau (LAYSB) &
Forest Lake Area Schools Community Education (FLASCE)*

Dear Resident,

Thank you for contacting Lakes Area Youth Service Bureau (LAYSB) & Forest Lake Area Schools Community Education (FLASCE) regarding The Job Connection. LAYSB & FLASCE offers this program to adults 55+ and/or disabled living in Forest Lake in order to help residents get ahead on house and yard work. Check off those tasks on your "to do" list by getting help to clean out your garage, mow the lawn, rake leaves, shovel snow, or other chores where a helping hand would be nice.

Youth can assist with almost any type of chore in homes or yards. This is a great way to get affordable help while giving you a chance to connect with youth in the community.

Adult Participant Information and a Registration Form are enclosed, along with a self-addressed envelope. Please complete and send back the Registration Form so we can include you on our participant roster. Once we receive your completed Registration Form, we will send you a list of youth workers who have completed the required orientation session. You will then contact the youth directly to hire them for jobs. If you have any questions, please call Tovah Marek with LAYSB at 651.464.3685 or Andria Sterbentz with FLASCE at 651.982.8328.

Thank you,

A handwritten signature in blue ink that reads "Tovah Marek".

Tovah Marek
LAYSB
Youth Enrichment Manager

A handwritten signature in black ink that reads "Andria Sterbentz".

Andria Sterbentz
FLASCE
Youth Program Planner

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Adult Participant Information

1. You must complete the confidential Registration Form enclosed and mail it to LAYSB.
2. Please call The Job Connection coordinators, Tovah Marek with LAYSB at 651.464.3685 or Andria Sterbentz with FLASCE at 651.982.8328, with any questions that you might have throughout your involvement.
3. Youth in our program are 12-17 years old. They have all been through an orientation session, along with at least one parent/guardian. We encourage you to give the younger kids a chance to work. They are as competent as the older kids, and often more available.
4. You are responsible for contacting the youth to make arrangements for your tasks to be completed & letting LAYSB know if the names provided were not available to work for you. We will then provide you with a different list of youth to contact.
6. It is crucial to our record keeping that you contact LAYSB to share with us the date & name of youth hired to complete a job.
7. It is required that you provide supervision and instruction to the youth in order to ensure that the youth is completing the job correctly & safely.
8. You are also expected to provide any tools or supplies needed for the job(s). If the worker uses their own lawn mower or other supplies, we ask that you pay an extra amount to cover the use of the equipment.

(OVER)

9. You can negotiate what would be an appropriate wage with the youth. The following wages are merely suggestions set by LAYSB & FLASCE to give you an idea of what the youth may be expecting to be paid.

12-14 years of age.....\$6.00 per hour

15-17 years of age.....\$7.00 per hour

Lawn mowing.....Set \$ Amount, Depending on Yard Size

10. It is expected that you pay the youth at the completion of each job, even if they are hired on an on-going basis.

11. Youth are independent contractors, not employees of LAYSB or FLASCE, which means you assume all liability regarding the work they do at your home.

If you have any questions or concerns, please bring them to our attention by calling Tovah Marek with LAYSB at 651.464.3685 or Andria Sterbentz with FLASCE at 651.982.8328. Thank you for your involvement!



244 North Lake Street, Forest Lake, MN 55025



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Adult (55+ and/or Disabled) Participant Registration Form

Date _____

First & Last Name(s) of Adult(s) in Household: _____

Mailing Address _____ Apt # _____

City/Township _____ State _____ Zip _____

Day Phone _____ County _____

E-mail Address: _____

Ethnicity: White African American Hispanic Native American Asian/Pacific Other _____

Type of Residence: _____ Private Home _____ Apartment _____ Town House

Number of people in your household: _____

Annual Income \$ _____ (for statistical purposes – this helps us get funding and keeps our job matching service free of charge)

Place an "X" by the type of job(s) you would like done:

Outdoor Jobs:

(one-time/on-going jobs)

- ___ mow/trim lawn
- ___ weeding/planting
- ___ rake leaves
- ___ trim shrubs
- ___ clean windows
- ___ clean garage
- ___ other _____

Indoor Jobs:

(on-going jobs)

- ___ vacuum
- ___ clean floors
- ___ dusting
- ___ other _____

(Please complete back side of page)

Indoor Jobs:

(one-time jobs)

- ___ wash walls
- ___ painting
- ___ clean windows
- ___ clean screens
- ___ packing
- ___ clean basement
- ___ other _____

Release Statement

I understand that the information I am providing on this form is for registration purposes. The information will be used by LAYSB & FLASCE only to create statistical reports and will not be shared with anyone else.

I also understand that youth are independent contractors, not employees of LAYSB or FLASCE, and I am assuming all liability regarding work they do at my home.

Signature _____ Date _____

Please return this registration form to:



Lakes Area Youth Service Bureau
Attn: Tovah Marek
244 North Lake Street
Forest Lake, MN 55025