

**Q: What is Cincinnati Recreation Commission (CRC) Youth To Work (Y2WK) Program?**

A: Cincinnati Recreation Commission's (CRC) Youth to Work Program (Y2WK) is an initiative that provides youth with employment and enrichment opportunities. Y2WK offers employment to youth between the ages of 14 and 24. The Youth Employment Program trains youth in the areas of work place etiquette and basic work skills by utilizing workshops, presentations, and on the job experiences. The program provides youth with opportunities to explore their interests and career options in public, nonprofit and private organizations.

Participants may be employed by City departments and nonprofit organizations. City departments involved in the Summer Youth Program include the Cincinnati Recreation Commission, Cincinnati Park Board, Cincinnati Fire Department, Cincinnati Police, Cincinnati Health Department, Department of Public Safety, Health Department and Department of Community and Economic Development.

**Q: What kinds of jobs are available?**

A: This year, CRC's Y2WK program will offer a wide range of opportunities through our partner agencies and organizations, including Better Business Bureau, the Greater Cincinnati Urban League, University of Cincinnati, Cincinnati Zoo, NAACP, and more. Depending on the opportunity, jobs could range from working outdoors to involvement in arts and academic enrichment programs.

**Q: What are the requirements to apply for CRC's Y2WK program?**

A:

1. Be a City of Cincinnati or surrounding community resident
2. Be between 14 and 24 years of age
4. Complete Neogov online application.

**Q: When will the CRC Y2WK application be available?**

A: The application will be available Early February 2021 – March 2021.

**Q: How do I apply?**

A: Complete Y2WK application:

**1. CREATE AN ACCOUNT**

Go to: [governmentjobs.com/applications](http://governmentjobs.com/applications)

- A.) You will need an email address
- B.) Create a **USERNAME**
- C.) Create a **PASSWORD**
- D.) Click "**CREATE**"

**2. APPLY**

Go to: [agency.governmentjobs.com/cincinnati](http://agency.governmentjobs.com/cincinnati)

- A.) Click on the **Y2WK intern job**
- B.) Click the "**APPLY**" button below the job description
- C.) **Complete MANDATORY/REQUIRED** sections of the application listed below:
  - i. General Information
  - ii. Work
  - iii. Education
  - iv. Skills
  - v. Agency Questions
  - vi. Supplemental Questions
- D.) **REVIEW** your application (**Be sure to complete ALL sections!**)
- E.) **SUBMIT** application (**If you did not complete the application, SAVE it, but DO NOT SUBMIT.**)

Only online applications will be accepted. If you are under the age of 18 and you are offered a position, your parent or guardian will have to sign all hiring information for you to participate in the employment program. If you are contacted for a position, you will receive information on how to complete the hiring information at that time. Youth under the age of 16 will be required to have a work permit (see below for additional information).

**Q: What are the start and end dates of my Summer Job?**

A: The program will begin on June 3, 2019 and end the beginning of August. These dates may be subject to change depending on the partner organization.

**Q: Can I save my application and complete it later?**

A: Yes. The application will save your information. Remember your login information if you have to stop before you submit your application as you will need that information to log back into the system. The application will take up to 40 minutes to complete and submit.

**Q: Can I make changes to my application after I submit it?**

A: Yes. In order to make any changes, you will need to log back into your application and You will need to remember your login and password to update your application. Make sure to carefully review your application and apply for all the job opportunities you are interested in.

**Q: What organizations are offering employment opportunities through Y2WK program?**

A: Cincinnati Recreation Commission, Artworks, Fire Department, Police Department, Cincinnati Park Board, and other community partners . (Community partners will be subject to change)

**Q: How will I know if I've been selected for a job opportunity?**

A: Each Y2WK applicants will be contacted directly either by phone or email for an interview. After the interview portion Y2WK Participants will be contacted again by phone or email. Be sure to include a current phone number, alternate phone number, and an accurate, work-appropriate email address (an email address that you would want your potential employer to use) on your Y2WK application to ensure that agencies are able to reach you. Applicants will be contacted at the end of April or early May for a position.

There are always more applicants than positions for youth in Y2WK program. We encourage you to keep looking and applying for other opportunities while you wait to hear about your application.

**Q: What happens when a young person's top choice for a summer job is an offer away/outside of his/her community and the family is concerned about the young person's safety?**

A: Our network of Y2WK partners work to match participants with summer jobs based on their interests, their skills, and the community area/neighborhood where they live. In some cases, the best available opportunity for youth might require a longer commute than is originally expected.

It is the mission of the Y2WK program to provide youth with a rewarding and safe summer experience, but each youth participant brings with them a unique set of circumstances. Program coordinators will work with youth and their parents and guardians on a case-by-case basis to resolve concerns provide guidance and support with logistical issues, but unfortunately the Y2WK coordinators may not be able to fill request for change of employment locations. If a Y2WK participant is unable to regularly attend the location are assigned to it may result in being removed from the program and the open position being filled by another.

**Q: Can I have more than one summer job?**

A: There are more applicants than positions for youth in Y2WK program. Youth are only allowed to accept one employment position through Y2WK program to ensure that as many youth as possible have the opportunity to participate. Youth may accept additional employment outside of the program. If a youth has more than one job, he/she will need to work with their employers to make sure they can meet all job expectations.

**Q: How are applicants selected?**

A: The application selection process depends on the partner agencies and specific programs. Some job opportunities require interviews and others have additional qualifications for participation. Some programs will select through random lottery, while others are restricted to youth fitting certain criteria.

**Q: What are the opportunities for 14-15 year olds to apply for Y2WK program?**

A: The majority of the summer employment positions are for youth ages 14-24. However, Y2WK program has a limited number of employment positions for youth ages 14-15. To be eligible for those positions, youth must apply through the online application.

**Q: How do I get a work permit?**

A: Youth ages 16 and above do not need a work permit. While minors can begin working in Ohio at the age of 14, all minors must have a working permit (also called an age and schooling certificate) prior to starting work. The process to obtain the working permit is straightforward. Minors who are seeking to work in Ohio should take the following steps to obtain the working permit:

1. Minors should first use a pre-application form to pull together the required information and approvals from their possible employer and their parents or legal guardian. The form has a section for the employer where the employer can explain exactly what work they are looking to hire the minor to perform.
2. The minor will need to have a physical exam and have the licensed physician, physician's assistant or clinical nurse specialist complete the Physician's Certificate for Minor Work Permit, with which the doctor will certify that the minor is physically fit to work.
3. Once the pre-application is completed and signed, and the Physician's Certificate obtained, the minor will take both of those to their school, along with proof of age. The appropriate personnel at the school will review the information provided, as well as the minor's school records and if complete and acceptable, issue the working permit.
4. The minor must sign the working permit in the presence of the issuing officer.
5. The minor should provide a copy of the working permit to their employer prior to beginning work.