



JEFFERSON COUNTY OPEN SPACE Youth Work Program Application — 2010

The Jefferson County Board of Commissioners is pleased to announce the Jefferson County Open Space Division's 2010 Youth Work Program (YWP). Applications are now being accepted and must be received at the Open Space offices or postmarked by Wednesday, March 31, 2010.

Are you a Jefferson County resident, age 14 to 18, and want a rewarding and challenging summer work opportunity? The work is hard and demanding, but it can be fun and enjoyable, too.

Jefferson County Open Space was established in 1972 when citizens voted to tax themselves one-half of one percent on retail sales to fund acquisition and management of park land. To date, over 51,000 acres have been acquired for preservation, active and passive recreation, and over 195 miles of trails that allow visitors to bike, hike, ride horseback and enjoy the open spaces.

Created in 1975, the nationally acclaimed YWP has helped thousands of county youth develop a positive work ethic by introducing them to the rewards and realities of the working community. The YWP provides much of the physical labor required to maintain natural surface trails each summer. The YWP also assists in new trail construction and a wide variety of park-related maintenance activities under the supervision of Open Space Staff. Each YWP worker can expect to cover 200 miles in seven weeks by hiking to and from the job site for trail maintenance.

YWP Dates:

Application Received or Postmarked by	Wednesday, March 31, 2010	5:30 p.m.
Selection Drawing	Wednesday, April 14, 2010	7:00 p.m.
YWP Orientation	Wednesday, June 9, 2010	6:30 p.m.
Youth Work Program	June 21 to August 5, 2010	8 a.m. – 4:30 p.m.

Minimum YWP Qualifications:

- Jefferson County resident.
- Age 14 through 18 (must be age 14 and not older than 18 on or before June 21, 2010).
- Possess your own Social Security number prior to submitting application.
- Be in good health. (A physical examination may be required at your personal expense.)
- Be able to supply your own transportation to and from the Open Space facilities in Golden on each workday.
- Be required to furnish, for personal use, a daypack, lunch, canteen, raincoat, sunscreen, gloves and lug-soled work boots.
- Be able to carry all personal gear, as well as tools and equipment to and from the job sites.
- Be able and willing to follow verbal instructions.
- Be required to show proof of citizenship.

YWP Work Schedule and Compensation

- Participants will work Monday through Thursday from 8:00 a.m. to 4:30 p.m. from June 21 to August 5, 2010.
- Wage is \$7.28 per hour.

Essential YWP Job Duties:

- Be on time, with equipment and in uniform each workday.
- Strenuous hiking; 2-5 miles every day.
- Work in hot sun with no shade.
- Work in rainy weather.
- Climb elevations between 5,000 and 9,000 feet.
- Safely use hand tools such as shovels, picks, rakes, grub hoes, rock bars, pruning saws, weed whips and various non-powered tools.

Essential YWP Job Duties (continued):

- Safely move heavy rocks, branches and dirt.
- Pick up litter, stack logs, cut and move vegetation. (Allergy alert!)
- Be able to stoop, bend, push, pull, lift and perform all manners of motion related to outdoor labor.
- Work cooperatively as part of an 8-10 member crew with an adult leader.
- Follow all safety practices common to outdoor work.
- Respect and appreciate the surrounding natural environment.
- Obey all policies and procedures.

Description of YWP Worker Duties:

In the past, YWP workers have moved over 400 tons (800,000 pounds) of fine rock material in wheelbarrows for new trail construction. Each worker can expect to cover over 200 miles in seven weeks by hiking to and from the job site for trail maintenance. YWP workers take pride in doing a complete and thorough job. Hard physical labor and hiking many miles over mountain peaks are just part of their daily tasks. Working in challenging conditions, such as rainy weather and hot sun, is what the worker can expect.

In order to do the job, YWP workers must arrive on time for work, have their Open Space T-shirt on and all equipment with them. YWP workers must have an appreciation for the various levels of ability of their co-workers. Most importantly they enjoy working well as part of a team and giving the best of their own abilities to keep crew spirits high. Adult crew leaders lead crews of 8-10 workers. Many of the leaders have backgrounds in natural resource management and outdoor recreation, and have been workers themselves. The workload is paced so that no one is overworked, while the work assignments are designed to allow everyone to enjoy the satisfaction of completing a job well done.

YWP workers will make new friends and earn money, plus gain valuable work experience, usable skills and a good reference for their future endeavors. Finally, YWP workers have fun.

To Apply for YWP:

Complete accurately the Youth Work Program – 2010 Application Form and **initial the Workplace Regulations**, which are attached to this announcement. **Completed and signed applications must be received or postmarked at the Open Space Office (700 Jefferson County Parkway, Suite 100, Golden, CO 80401) on or before Wednesday, March 31, 2010.**

YWP Worker Selection:

- **Returning Participants** – Applicants who successfully completed the 2009 program and participated in the 2009 drawing will not need to participate in the 2010 random drawing process, but must submit an application on or before 3/31/2010. These applicants will automatically be considered to fill a position.
- **All Other Applicants** – A **random drawing process** will be held to fill available positions on **Wednesday, April 14 at 7:00 p.m.** at the Jefferson County Fairgrounds Auditorium, 15200 West 6th Avenue, Golden, CO. After all available positions are filled, additional applications will be drawn to create an alternate list to fill vacancies in the program as they occur. **An applicant or a representative for the applicant must be present at the random drawing process to be eligible as an alternate.**
- **Successful Applicants** – Notification in a letter offering employment will be sent with pre-employment information. These materials must be read, accurately completed and brought to the **mandatory YWP Orientation Wednesday, June 9, 2010 at 6:30 p.m.** at the Jefferson County Fairgrounds Auditorium, 15200 West 6th Avenue, Golden, CO, before employment may begin.

Keep pages 1-2 of your YWP application for information and important dates. Mail or hand deliver pages 3-4 to Jefferson County Open Space.

Jefferson County Open Space - 700 Jefferson County Parkway Suite #100 - Golden, Colorado 80401
For more information, call the Open Space Youth Work Program Hotline at 303-271-5965.

WORKPLACE REGULATIONS

APPLICANT NAME: _____

APPLICANT = Initial column A

PARENT/GUARDIAN = Initial column B

IMPORTANT: The following is a brief description of regulations which apply to participants in the program. **Both** the applicant and the parent or guardian must read and initial **all** the following in the spaces provided prior to completing and submitting the application.

A	B	
		<p><u>I. THE WORK DAY</u></p> <p>A. We meet at the Open Space parking lot every morning at 8:00 a.m., with everyone expected to be on time and have all his/her personal equipment. We will travel to the work site at approximately 8:00 a.m. and leave the work site at 4:00 p.m., arriving back at the Open Space parking lot at approximately 4:30 p.m.</p>
		<p>B. If you miss the bus in the morning, you will not be able to work that day and, as a result, will not be paid for that day.</p>
		<p>C. Everyone will be transported by the YWP bus only. No personal vehicles will be taken to the work sites.</p>
		<p><u>II. EQUIPMENT</u></p> <p>A. Failure to bring all required items on the personal equipment list may result in not allowing the employee to work for that day. There will be no pay for that day if not allowed to work.</p>
		<p>B. Open Space will provide T-shirts and they must be worn daily. T-shirts must be neat and unaltered. Hard hats will be issued on the first day of work. Hard hats must be WORN during all work projects. All hard hats and Open Space equipment must be turned in at the end of the program.</p>
		<p>C. Compensation for lost tools will be made by the person or persons responsible for the tool at the time of loss and prior to receiving a final paycheck.</p>
		<p><u>III. ATTENDANCE</u></p> <p>A Only two days of absence will be considered excused during the program. Additional absences must be approved in advance by the program supervisor. The employee risks possible termination for any unexcused absences.</p>
		<p>B. Schedule personal appointments for times outside the scheduled work day. Schedule vacation time before or after the program!</p>
		<p><u>IV. PAYMENT</u></p> <p>A. Time paid for time worked only. Overtime pay will be paid at the rate of time and one half for all hours over 8 in a day. Pay checks will be handed out consistent with county adopted, seasonal payday procedures.</p>
		<p>B. In the event of termination or resignation prior to ending employment with the county, all equipment must be returned. Final paychecks will be issued following the return of all county-issued equipment, consistent with the county procedure of distributing paychecks on the 5th and 20th of each month.</p>
		<p><u>V. DISCIPLINE</u></p> <p>An employee's behavior shall at all times be conducted in a manner which contributes to a positive working environment. No forms of harassment will be tolerated. Violation of work place rules may result in disciplinary actions up to and including termination.</p>

APPLICATION FORM: 2010 YOUTH WORK PROGRAM

Please fill out this portion of the application; remember to **initial the Workplace Regulation section on the preceding page**. Detach application form and mail or bring the application to the Jefferson County Open Space Administration Office at 700 Jefferson County Parkway, Suite 100, Golden, CO 80401. The application must be received or postmarked **on or before March 31st**. Only one application form will be accepted per applicant and no form will be accepted without the signature of a parent or legal guardian if the applicant is under 18 years of age. **Multiple family members will be allowed to participate.**

All applicants selected for employment, either through the **random draw** process or as a **returning participant**, will be required to attend an orientation meeting on June 9th at 6:30 p.m. Successful applicants will be notified by letter with an offer of employment. Additionally, you will be sent pre-employment information which must be read, accurately completed, and brought to the mandatory orientation before employment may begin.

PLEASE PRINT CLEARLY. INCOMPLETE, UNREADABLE, FALSE, OR INCORRECT INFORMATION WILL RESULT IN THE REMOVAL OF YOUR APPLICATION FROM THE SELECTION PROCESS.

Applicant Information:

Name: Last _____ First _____ Middle _____
*(Please print **exactly** as your name appears on your Social Security card.)*

Street Address _____ Apt. No. _____
(Applicant must be a resident of Jefferson County.)

City _____ State _____ Zip _____

Home Phone (w/area code) _____ Cell Phone (w/area code) _____

Birth Date _____ Age _____ Sex _____ Weight _____ Height _____

Parental Information

Name: Last _____ First _____

Home Address: *(if different from applicant's)*

Street Address _____ Apt. No. _____

City _____ State _____ Zip _____

Home Phone (w/area code) _____ Day or Work Phone (w/area code) _____

Please include my phone number in the car pool information provided to other participants.

**RETURN COMPLETED APPLICATION
 PAGES THREE AND FOUR TO:**
 Jefferson County Open Space
 700 Jefferson County Pkwy. #100
 Golden, Colorado 80401

Please list any known medical conditions, such as allergies or medications taken regularly (medical I.D. tags or bracelets must be worn at all times) or write none. _____

*** IMPORTANT ***

I hereby certify that the above is true to the best of my knowledge. I have read, initialed, and I understand all Workplace Regulations. I understand that failure to comply with any policy or procedure may result in my termination from the Youth Work Program.

Employee (Youth Worker) _____ Date _____

Please check if applicant successfully completed the 2009 Program **and** participated in the 2009 random drawing process.

Parent or Guardian _____ Date _____

(Parent signature is not required if the applicant is over 18 years of age.)

If you have any questions, please call the YWP Hotline at 303-271-5965

