



**Northern Virginia Youth Workforce Development Program**  
 Operated by the Fairfax County Department of Family Services on behalf of  
 the Northern Virginia Workforce Investment Board



Thank you for your interest in being a work site participant. Please let us know the skills and tasks you would be able to train a young person, ages 16-24, to perform during their summer work experience at your site by filling out the information below. For most of the teens and young adults participating during the summer, this will be their first exposure to the world of work.

If a young person's location, availability, and interests match accordingly with the opportunity for training and tasks at your work site, we will be in touch with you to finalize your company's participation in the program. Thank you for helping us to connect Northern Virginia young adults to the skills, confidence, and support they need to be successful in today's competitive labor market.

**DEADLINE TO TURN IN WORK SITE AGREEMENT IS FRIDAY, JUNE 19<sup>th</sup>!**  
**Please return this form to JEANNA VAUGHN, EYE Program Coordinator, via fax at (703) 237-3476 or email [jeanna.vaughn@fairfaxcounty.gov](mailto:jeanna.vaughn@fairfaxcounty.gov)**  
**Questions? Call (703) 533-5387**

**Work Site Information**

<b>Name of Business:</b>	
<b>Street Address:</b>	
<b>City / State / ZIP:</b>	
<b>The Supervisor at the Worksite that the Youth will Report to is:</b>	
<b>Telephone Number of Supervisor for Youth Worker:</b>	
<b>Youth Job Title:</b>	
<b>Youth Job Description and Tasks they will Perform at the Work Site:</b>	

**Most participants**

**will start their work experience on Monday, June 29<sup>th</sup> and will end their summer experience on Friday, August 14<sup>th</sup>. Most participants will work 20-25 hours per week and are not to exceed working 30 hours per week.**

**Job Skills**

From the list below, select the skills that young adult workers will acquire or be trained on at your worksite. Check all that apply.

Clerical:	<input type="checkbox"/> Filing	<input type="checkbox"/> Typing	<input type="checkbox"/> Phones
	<input type="checkbox"/> Photocopying	<input type="checkbox"/> Faxing	<input type="checkbox"/> Other: _____
Computer or other Machinery and Tools:	<input type="checkbox"/> Data Entry	<input type="checkbox"/> Word Processing	<input type="checkbox"/> Database
	<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Internet/e-mail	<input type="checkbox"/> Other Machines or Tools: Please describe: _____
Interpersonal:	<input type="checkbox"/> Inter-office Communication	<input type="checkbox"/> Team Work	<input type="checkbox"/> Client Interaction/Customer Service
	<input type="checkbox"/> Time Management	<input type="checkbox"/> Internet/e-mail	<input type="checkbox"/> Other: _____
Other skills young adults will learn:			

The times your work site will have a **supervisor available on site** for the participant are:

<b>MONDAY</b>	<b>FROM</b>		<b>TO</b>	
<b>TUESDAY</b>	<b>FROM</b>		<b>TO</b>	
<b>WEDNESDAY</b>	<b>FROM</b>		<b>TO</b>	
<b>THURSDAY</b>	<b>FROM</b>		<b>TO</b>	
<b>FRIDAY</b>	<b>FROM</b>		<b>TO</b>	

**SKILLSOURCE** GROUP, INC. AND THE DEPARTMENT OF FAMILY SERVICES STAFF SHALL:

1. Provide job counseling and related employment and/or educational workshops and services throughout the summer.
2. Maintain contact with the Work Site Supervisor and young adult to ensure productivity and progress of participant.
3. Provide emergency contact information to work site for the young adult.
4. Be available to work site supervisor to address any concerns or questions throughout the summer.
5. Provide liability coverage and administer the stipend payment process for the young adult.

THE WORK SITE SHALL:

1. Provide work experience and/or training for participants.
2. Not use participants to displace current employees or to fill vacant established positions or perform tasks that would have the effect of reducing regular employee's work hours.
3. Not use participants to perform political, electoral, religious or partisan activities or in response to a strike, lockout or other bona fide labor dispute.
6. Provide reasonable working conditions that are not in violation of federal, state or local health or safety standards.
7. Provide competent supervision to participants.
8. Prepare two evaluations (at the mid-point and at the end of the summer) and sign time sheets for each participant. Time sheets are to be FAXED to Jeanna Vaughn at (703) 237-3476 every two weeks during the student's work experience.
9. Furnish necessary materials to allow participants to perform assigned tasks.

10. Send a representative to attend an “Summer Work Experience Recognition Ceremony” on Thursday, August 13<sup>th</sup> in the evening (location and time to be announced) so we can thank you for your support as well as honor the youth who dedicated their summer to working and learning!

**SIGNATURES**

Business/Work Site Representative

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department of Family Services Staff Representative

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_