



**“SUMMER JOBS ARE EVERYONE’S BUSINESS”**

Mayor Sheila Dixon



**YouthWorks** is a service of the Mayor’s Office of Employment Development, the Baltimore Workforce Investment Board Youth Council and multiple workforce partners.

Mayor’s Office of Employment Development  
101 W. 24th Street  
Baltimore, MD 21218  
Phone: (410)396-5627  
Fax: (410)467-7869  
Email: [acole@oedworks.com](mailto:acole@oedworks.com)  
Email: [swhalen@oedworks.com](mailto:swhalen@oedworks.com)

James Hamlin, Chair—**YouthWorks 2009**  
Executive Director, The Royal Theater & Community Heritage Corporation



**“SUMMER JOBS ARE EVERYONE’S BUSINESS”**

# **SUMMER JOBS REGISTRATION INFORMATION BOOKLET**



**Mayor’s Office of Employment Development**

**YouthWorks 2009**

**“Summer Jobs are Everyone’s Business”**

101 West 24th Street  
Baltimore, MD 21218  
(410) 396-JOBS (5627)

**Website: [www.oedworks.com](http://www.oedworks.com)**



# YouthWorks

Thank you for your interest in participating in the 2009 **YouthWorks** Summer Jobs Program, an annual workforce development project endorsed by Baltimore City's Mayor Sheila Dixon.

The **YouthWorks** Summer Jobs Registration Information Booklet is designed to provide you with information about dates, times and locations, job readiness workshops, and application distribution sites. Please read all information provided in this booklet to learn more about what is required during each phase of the registration process. For more information, contact the **YouthWorks** Program office at (410) 396-JOBS (5627).

**YouthWorks** is an opportunity for young people to learn about careers in the six targeted high-growth industries, identified by the Baltimore Workforce Investment Board: health care, bioscience, business services, computer-internet-software services, construction, and hospitality/tourism.

Administered by the Mayor's Office of Employment Development, Youth Services Division, the program seeks to secure employment opportunities for Baltimore City's young people ages 14-21.

**YouthWorks** strives to "Prepare Youth for Careers."

**IMPORTANT**  
Application deadline is **MARCH 13, 2009**. This is the last day to register for summer jobs.

## Job Readiness Training Monday, April 6th through Friday, April 10th

### Providers and Youth Opportunity Sites

Baltimore City Career Academy  
101 W. 24th Street  
Baltimore, MD 21218  
(410) 396-7454

Malcolm X Youth Center  
2810 Shirley Avenue  
Health Care Career Alliance  
Baltimore, MD 21215  
(410) 542-4050

Youth Opportunity  
Community Center—East (HEBCAC)  
1212 N. Wolfe Street  
Baltimore, MD 21213  
(410) 732-2661

Youth Opportunity  
Community Center—West  
1510 W. Lafayette Ave.  
(Use Gilmore St. Entrance)  
Baltimore, MD 21217  
(410) 545-6950



*YouthWorks 2008 Career Fair*



*YouthWorks 2008 Worksites*

---

## **Job Readiness Training**

### **Monday, April 6th through Friday, April 10th**

All youth 16 years of age and older must attend the Job Readiness Workshop or receive certification from their school that they are job ready. Once the applicant has completed the workshop he/she will receive a certificate of completion, a scheduling book to select employers for interviews at the Job Fair, and a pass to attend the Job Fair. Only applicants who have completed the training workshop or have school certification will be permitted to schedule interviews with employers at the Job Fair.

Workshop times will be announced by March 30, 2009. The Job Fair will occur in April, 2009.

For further information, contact the YouthWorks Office at (410) 396-JOBS (5627).

## **Job Placement**

Throughout the months of April, May and June, youth 16 and older will be matched with available jobs in the private sector. Wages and number of hours worked will vary depending upon the job and the need of the employer. The younger youth will be placed in public sector positions based upon registration date, skills, and location. These jobs will last 6 weeks for 6 hours per day at the salary of \$6.55 per hour. Youth accepting these positions are required to remain at the site during non-paid lunch.

- **If youth are unable to accept any position offered for any reason, our office must be notified immediately at (410) 396-JOBS (5627).**

---

The **YouthWorks** Summer Jobs Program exposes young people to the workplace, enhances academic skills and increases marketable skills to help them make informed career decisions.

Participants learn the value of earning their first paycheck which encourages them to build strong work ethics and a pathway to productive employment.

Research shows that youth who work part-time and during the school year and participate in summer jobs have a greater attachment to the labor market after graduation and earn higher wages than those who did not work. Research also shows that youth participation in employment programs contributes to a safer environment and a reduction in high-risk behavior. Young teens generally have a difficult time finding employment on their own, but thanks to Baltimore area businesses who support the **YouthWorks** program, more young people are employed each summer and begin pursuing promising careers.

**YouthWorks** partners with private and public sector businesses to provide summer jobs to more than 6,500 youth each year.

**DEADLINE NOTICE**  
To be eligible for the **APRIL Career Fair**  
youth must be **16-21 years old** and submit their application by **March 13, 2009**



---

## Registration Process

Registration will be available from January 12, 2009 through March 13, 2009 at each of the sites listed below. Be certain that registration forms are completed before registering. **Please do not mail registration forms or return them to schools. The following items are needed to complete the registration process:**

- **Completed Registration Form**
- **Social Security Card**
- **Birth Certificate**
- **ID (Maryland ID, School ID, or Report Card)**
- **Current copy of Temporary Cash Assistance Grant**
- **16 years and older, please provide a resume**

## Registration Locations

You can pick up a registration form at the following locations:

<b>Goodnow PAL Center</b> 5311 Goodnow Road Baltimore, MD 21206 (410) 485-3729	Monday through Friday Tuesday	2:00-6:30pm 2:00-5:30pm
<b>Patterson Park Recreation Center</b> 2601 East Baltimore Street Baltimore, MD 21224 (410) 396-9156	Monday through Friday Tuesday	2:00-6:30pm 2:00-5:30pm
<b>Fred B. Liedig Rec. Center</b> 4521 Frederick Avenue Baltimore, MD 21229 (410) 396-0073	Monday through Friday Tuesday	2:00-6:30pm 2:00-5:30pm

---

<b>Cahill Recreation Center</b> 4001 Clifton Avenue Baltimore, MD 21216 (410) 396-0259	Monday through Friday Tuesday	2:00-6:30pm 2:00-5:30pm
<b>Roosevelt Recreation Center</b> 1221 W. 36th Street Baltimore, MD 21211 (410) 396-6050	Monday through Friday Tuesday	2:00-6:30pm 2:00-5:30pm
<b>South Baltimore Recreation Center</b> 1045 Light Street Baltimore, MD 21230 (410) 727-4526	Monday through Friday Tuesday	2:00-6:30pm 2:00-5:30pm

## Registration Forms Pick Up Only

Registration forms are available at every Baltimore City Public Middle and High School

### MOED One-Stop Career Centers & YO! Centers

Baltimore Works Career Center 1100 N. Eutaw Street, Room 101 (410) 767-2164	Workforce Reception Center 100 W. 23rd. Street (410) 396-6588
Eastside Career Center 3001 E. Madison Street (410) 396-9030	
YO! Community Center—West 1510 W. Lafayette Avenue (410) 545-6953	YO! Community Center—East 1212 N. Wolfe Street (410) 732-2661

**You may download an registration form at:  
[www.oedworks.com](http://www.oedworks.com)**

**You must take completed forms to one of the registration locations listed on page 4 and 5.**