



COMMUNITY DEVELOPMENT SERVICES  
ECONOMIC DEVELOPMENT DIVISION  
**COUNTY OF HUMBOLDT**  
*Workforce Investment Board*

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[www.humboldt看wib.com](http://www.humboldt看wib.com)

March 16, 2009

Dear Colleague:

Good news! The Humboldt County Workforce Investment Board is kicking off the summer session of the StepUP for Youth Jobs program and we hope you'll offer a work site for a youth. We anticipate more funding through federal stimulus this year and hope to employ 200 youth in our community. We need to arrange these worksites NOW, in order for youth to start work in June.

Summer StepUP introduces youth to the world of work in a positive way, reinforces those important basic skills and behaviors you value in an employee, and provides real wages as a product of real work.

If a summer youth is matched to your worksite, we provide:

- 100% of the youth's wages;
- Worker's compensation insurance;
- Orientation for supervisors and youth participants;
- Screening for job fit and case management for all youth;
- Assistance in resolving any workplace issues that may arise; and
- Minimal paperwork.

As a StepUP work site, you:

- Interview youth matched to your jobsite;
- Decide who to hire, based on your criteria;
- Provide supervisor(s) who oversee all work assignments; and
- Evaluate performance and work quality.

The StepUP for Youth Jobs program placed more than 100 youth in worksites in 2008 and whether you are a returning employer or a new StepUP worksite, we hope you will join us this summer. (Please note that summer youth work experience is not intended to replace a laid off or reduced-hours worker.)

If you have an existing worksite relationship with one of our Youth Program Operators, please call them. If not, call StepUP Coordinator, Laura Chancellor at 445-6226 or 1-800-242-1353 from outside the local calling area. We are ready to help!

We look forward to working with you.

Jacqueline R. Debets  
Executive Director, Humboldt County Workforce Investment Board