



Saratoga County  
DEPARTMENT OF EMPLOYMENT & TRAINING  
Jenniffer McCloskey, Director

152 West High Street, Ballston Spa, NY 12020 TEL: (518) 884-4170 FAX: (518) 884-4262

## MEMORANDUM

TO: Potential Worksites  
FR: Katherine Raymond  
DATE: Spring 2022  
RE: 2022 Summer Youth Employment Program

The Saratoga County Department of Employment & Training is preparing for the 2022 Summer Youth Employment Program (overview attached) and we certainly hope this year will look and feel normal. We are currently recruiting various schools, government organizations, non-profit agencies and private businesses willing to host youth workers for the summer.

Worksites need to offer meaningful work in a well-supervised environment and the Department of Employment & Training will handle the payroll and wages. If you are interested in acting as a worksite for the program this summer, please fill out the attached Worksite Application and return it via email or to the above address with a current Certificate of Liability Insurance (see memo attached).

The 2022 dates for the program should fall between June 24 – August 31, 2022 and can extend until September 30, 2022. Please select an 8-week window of time that works for you and include your desired start and end dates on the Worksite Application.

We are offering a starting wage of \$15.00 per hour this year to support the COVID economy and attract more participants. Please SPREAD THE WORD!

I have enclosed a participant pre-application also for your reference. Feel free to make copies and hand out to any youth you think might be eligible. Please note Priority Deadline is only if needed, we accept applications all spring and summer.

***Kindly return the Worksite Application as soon as you can by email or to the address above.***

If you have any questions please contact Katherine Raymond:

518-884-4904 (desk)

518-941-4614 (cell)

kraymond@saratogacountyny.gov

Thank you in advance for considering participation in the 2022 Summer Youth Employment Program!

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