



Heart Reach Neighborhood Ministries- Due by 5/14/19

Ready4Work Application 2019

Please check Your Site Below. I am interested in serving during... Summer ____ Fall ____ Both ____

- | | | |
|--|---|---|
| <input type="checkbox"/> Heart Reach @ Redondo
211 Redondo Rd.
Youngstown, OH 44504
Phone: 330-744-2000
Fax: 330-744-8116 | <input type="checkbox"/> Rockford Village Community Center
1402B Dogwood Lane
Youngstown, OH 44505
Phone: 330-744-1446
Fax: 330-744-1456 | <input type="checkbox"/> Kirwan Homes Community Center
75 Jackson St.
Campbell, OH 44405
Phone: 330-755-8696
Fax: 330-755-8699 |
|--|---|---|

Name		
Street Address		
City, State, Zip		
Phone	Home	Cell

Email		
Birthdate		
Age		
Current Grade		

School Name		
Please list any skills you have that would help you with this position.		
Please list extracurricular activities and prior volunteer experience.		
What do you wish to learn by being accepted as a Ready4Work worker?		



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JOB DESCRIPTION

The Ready4Work program is designed to help youth ages 13-16 prepare to enter the job market. Youth will receive hands-on training that includes resume writing, career exploration, job search skills, dress and behavior on the job site, college/tech visits and a job shadowing experience. A small stipend of \$200/cash and \$200 clothing/shoes is allotted at the end of summer.

Summer cycle will run from June 3, 2019 through August 16, 2019. If a day has to be missed, you are responsible for making up the time in order to receive the full stipend at the end of the cycle. It is also the worker's responsibility to maintain communications with the supervisor in the case of absence or tardiness.

Job Title: Ready4Work (R4W)	Program:	Staff Level: Seasonal
Immediate Supervisor: Site Program Coordinator All Ready 4 Work staff will participate in: <ul style="list-style-type: none"> Tuesday NOW Youngstown Outreach 3:30pm-8:30pm); 1-2x monthly. Transportation & Dinner provided. Rotate a schedule for Adopt-A-Block lot maintenance & flyers for NOW Youngstown (Thursdays during camp hours) Fridays 10am-2pm Ready 4 Work/Timothy Project (Mentorship Leadership, Discipleship & job readiness program) 	Assigned Hours: Heart Reach @ Redondo: 9am-3:30pm Tue-Thurs Kirwan: Monday-Thursday 10am-3:30pm Rockford: Monday-Thursday 10am-3:30pm Rockford and Kirwan may have additional hours on Fridays for helping with meal service.	
Job Responsibilities: Assist program staff with daily activities and any other duties assigned. Attend R4W meetings as scheduled.		
Qualifications: <ol style="list-style-type: none"> 1. Youth entering program should typically be between the ages of 13-16. 2. Youth should be energetic about serving God and others. 3. Youth should be willing and open to learn new ideas that will help them prepare for the job market. 		
Skills and Abilities to: <ol style="list-style-type: none"> 1. Maintain a positive working relationship with all Heart Reach Neighborhood Ministries staff and volunteers. 2. Work toward a personal relationship with God. 3. Carry out all assigned responsibilities in a timely manner. 		
Duties may include: Assist with programming-educational activities, devotions, crafts baking, games & meals (watch restrooms, distribution and cleanup) Help with center cleanliness Office work-phones, attendance, paperwork, stats	Summer Stipend: \$125.00 for clothes \$75.00 for shoes \$200.00 Cash \$400.00 Total for summer School supplies & other perks may be provided.	
R4W Worker's Signature	Date:	
Parent/Guardian Signature	Date:	
R4W Coordinator Signature	Date:	



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Introduction

The following are the standards, expectations and benefits of participating in the Ready 4 Work/Timothy Project. All participants are required to adhere to the following:

1. Sign and agree to all the standards and expectations set forth in this agreement
2. Have a parent or guardian sign the agreement with you
3. Have a school official (teacher, guidance counselor or principal) provide a recommendation.

Standards and Expectations

1. You agree to participate fully in all the activities, events, classes and training that are set in place by the R4W/Timothy Project staff, volunteers or adults from other partnering organizations
2. You agree to conduct yourself in a manner that demonstrates maturity
3. Be on time for all scheduled events
4. Respect all adults and those in authority by following any instructions given
5. Complete all extra tasks (homework) that may be given
6. You agree to treat younger children with respect and never physically or verbally reprimand them in any way
7. You agree to work as a team with fellow peers in getting specific tasks done
8. You agree to arrive each day with the right attitude and work ethic
9. You agree not to engage in any physical altercations, cursing or bullying in any fashion
10. You understand that violating any of these standards and expectations may result in you being redirected, suspended or even asked to leave the program.

(Other common sense standards and expectations are inherently and implicitly implied)

Agreements and Signatures

Participant: I have read and agree to follow all the standards and expectations for participating in the Heart Reach Neighborhood Ministries Ready4Work/Timothy Project summer youth discipleship program. I also understand that by successfully completing this program, I will be awarded with a summer stipend for school clothes and materials as described in the job description.

Participant's Name (Please Print)

Participant's Signature

Date

Parent: I have read, agreed to, and discussed all the standards and expectations that my son/daughter is being asked to follow. I also understand that a violation of any of the standards and expectations may result in him/her being redirected, suspended or even asked to leave the program. Most importantly, I will do my part to encourage my son/daughter to take full advantage of the opportunities provided to him/her by the Heart Reach Neighborhood Ministries Ready4Work Program/Timothy Project.

Parent/Guardian's Name (Please Print)

Parent/Guardian's Signature

Date

Home phone: _____

Cell Phone: _____



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School Recommendation Information

School Official (Teacher, Counselor, or Administrator): The applicant listed below has applied to serve in the Ready4Work/Timothy Project summer program.

Qualifications:

1. Youth entering program should typically be between the ages of 13-16.
2. Youth should be energetic about serving God and others.
3. Youth should be willing and open to learn new ideas that will help them prepare for the job market.

Skills and Abilities to:

- A. Maintain a positive working relationship with staff and volunteers.
- B. Work toward a personal relationship with God.
- C. Carry out all assigned responsibilities in a timely manner.

Duties may include:

- Assist with programming-educational activities, devotions, crafts baking, games & meals;
- Help with center cleanliness;
- Office work-phones, attendance & paperwork.

APPLICANT COMPLETE

Applicant's Name (PRINT): _____

AGE _____ DATE OF BIRTH _____ GRADE _____ Gender: [] Male [] Female

Address: _____ City: _____

Primary Contact Number: _____ School: _____

SCHOOL OFFICIAL -PLEASE COMPLETE THIS SECTION and the Applicant Evaluation on the NEXT PAGE.

Return to the student applicant, or email to april_alexander@ohionm.org.

School Official's Name (PRINT) _____

Title: _____

Email Address: _____

Contact Number: _____

Please complete the check-off evaluation on the next page. Thank you!!

Call April Alexander with any questions at Heart Reach Neighborhood Ministries, 330-744-2000, email april_alexander@ohionm.org, or fax to 330-744-8116.



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Applicant Evaluation					
STUDENT NAME _____					CURRENT GRADE _____
	Below Average	Average	Above Average	Exceptional	Unknown
Character					
Leadership					
Academics					
Work Ethic					
Respect for Self					
Respect for Peers					
Respect for Authority					
Teach Ability					
Conduct/Behavior					
Effort and Drive					
Decision Making					
Communication					
Timeliness					
Trustworthiness					
Demonstration of Faith					
Additional Thoughts					
Recommendation					
Strongly Recommend	Recommend	Recommend with Reservations	Do Not Recommend		

Signature _____

Date _____