

Community Positions

Program Description

YouthWorks is a youth employment program providing a variety of temporary job opportunities for Berkeley youth to build work experience and strengthen employability. YouthWorks operates on a year-round basis including 7-8 week Summer & Winter afterschool jobs.



Positions in the community:

- ◆ Youth and Teen Centers
- ◆ Childcare Centers
- ◆ Local Schools
- ◆ Sports and Arts Organizations

City of Berkeley positions in:

- ◆ Public Works
- ◆ Human Resources
- ◆ Animal Shelter
- ◆ Finance
- ◆ Information Technology
- ◆ Library

YOUTHWORKS HELPS YOU START YOUR CAREER



How do I apply?

Interested applicants must apply online at <https://tinyurl.com/Berkeley-Youthworks-App>

When can I apply?

For summer employment, the application period will be open during the month of March.

For winter employment, the application period will be open during the month of October.

An extended program is available for youth ages 18-25. These applicants may apply ANY TIME.

For more information please visit or contact us at:

2180 Milvia St., 2nd Fl
(MLK Civic Center)
Berkeley, CA 94704

Phone: (510) 981-4970
youthworks@cityofberkeley.info

<https://www.cityofberkeley.info/youthworks>

Monday-Friday 8:00am-5:00pm
See website for **holiday** & **Reduced Service Day** schedules



YOUTHWORKS

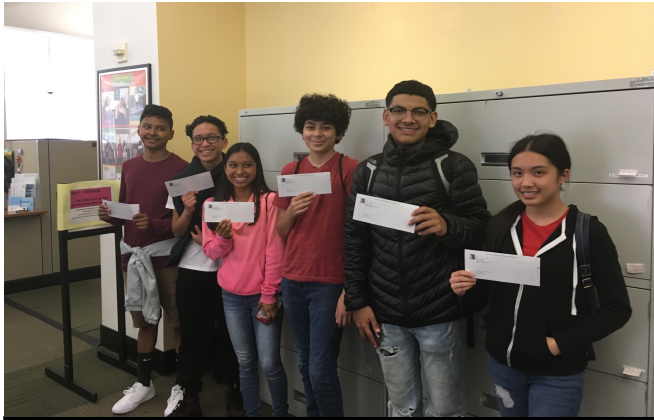
DEPARTMENT OF HEALTH, HOUSING,
& COMMUNITY SERVICES

EMPLOYMENT PROGRAM FOR
BERKELEY YOUTH

For Ages 14 - 25

(MUST LIVE IN BERKELEY)

Summer, Winter
&
Extended Program



YouthWorks will help you with life skills such as:

- ◆ ON THE JOB SKILLS
- ◆ RESUME BUILDING
- ◆ INTERVIEWING TECHNIQUES
- ◆ PROFESSIONALISM
- ◆ JOB REFERENCES FOR FUTURE EMPLOYMENT
- ◆ CAREER EXPLORATION

Attitude & Work Culture

Performance and attitude are essential. The ability to be responsible, punctual, follow directions, work independently without supervision, self-manage, and take initiative is valued highly. If you exhibit these qualities or make a concerted effort, you will be successful in the workplace.

Other Important Information

Email - Employers will often make contact through email, so we recommend you create an account, and make sure your email address is professional or neutral.

Voicemail - If you have an answering service or a cell phone with voicemail, make sure your outgoing message is short, clear, and courteous.

Job Applications - Applications to the YouthWorks online.

Please visit <https://tinyurl.com/Berkeley-Youthworks-App>

Identification - Although a state-issued ID is not a legal requirement for working, having one shows being prepared or work. When applying for City of Berkeley programs, it has an added advantage of serving as proof of residence. YouthWorks will accept a **current** school ID with photo.

Social Security Card - Federal law requires employers to verify the social security number of each potential employee. If your card cannot be located, now is the time to apply for a replacement card. It takes 10-14 days to receive a new card. A Social Security Administration office is located at:

2045 Allston Way, Berkeley.

Managing Your Money - We encourage you to open a bank or credit union account. Youth under 18 years old may need a parent/guardian to sign

**IT'S NEVER TOO EARLY TO START
PREPARING FOR A JOB!**

Although it may seem too early, it really is time for teens to begin preparing for that rite of teen passage, a summer or afterschool job. Whether it is to contribute to a family's household income or independently finance summer fun, working is an important part of adolescence.

Working during the summer or afterschool is also a way to explore possible career paths, strengthen college applications, and widen horizons outside of the usual routine/ environment. A job can also help boost confidence, teach maturity, discipline, and responsibility.

Learning how to interview is an important part of getting hired. Job seekers should know the basics of presentation, dress, etiquette, and communication skills. Remember, you never have a second chance to make a first impression!

