



Organization Frequently Asked Questions

What are the Youth requirements for Youth on Board program?

- Between 18 and 30 years old
- A Canadian citizen, permanent resident, or person who has been granted refugee status in Canada under the Immigration and Refugee Protection Act
- Legally entitled to work according to the relevant territorial / provincial legislation and regulations
- Not currently in receipt of Employment Insurance benefits

What are the organization requirements for Youth on Board program?

- Ready to make a difference and help youth gain their first work experience.
- Registered Not-for-Profit Organization located in the Yukon.
- Willing to provide full-time (35 hours per week) of continuous employment (20 weeks).
- Completed Documents required (Intake Form, Certificate of Status, Subsidy Agreement, Job Description, Contract or Letter of Agreement)
- Member of Volunteer Bénévoles Yukon

What kind of paperwork will need to be completed by our organization?

The list of required documents includes, but is not limited to the following:

- Subsidy Agreement
- Intake Form
- Job Description
- Certificate of Status
- Assessment Applications Provided by Volunteer Bénévoles Yukon.
- Evaluation Surveys upon Completion.

What is the length of the program?

The length of the program is 20 continuous weeks of full-time (35 hours per week) employment within the not-for-profit sector.

Who are the participants?

Our participants are young people with barriers to employment from 15 to 30 years old; including single parents, youth with disabilities, Indigenous youth, young newcomers and youth living in rural and remote areas.

How do we apply for the program?

You will need to complete an **"Intake Form"** and fill in all required information. Send this form, along with Corporate Affairs report and a job description to youthonboard@volunteeryukon.ca or at the following address:

305 Wood St. Whitehorse, YT Y1A 2E7



How many hours of work per week do we need to provide to the participant?

This is a full-time work experience placement of 7 hours per day, 5 days per week for 20 weeks.

What are the wage requirements we are responsible for?

During the 20 weeks of employment, participants will be paid a wage based on the prevailing wage rate for the occupation (NOC - www.jobbank.gc.ca). Participants will be paid a wage by the hiring employer, and the employer is then reimbursed up to **\$11.32** per hour by Volunteer Bénévoles Yukon.

The employer is also responsible for covering the cost of the Mandatory Employment Related Costs (Employment Insurance, Canada Pension Plan and WCB) for employees. This amount is not reimbursed.

What kind of expenses will the program cover?

You will be reimbursed **\$11.32** per hour. Transportation to support the first month of the work experience is available for the youth. The organization will submit an invoice to VBY after the purchase of a ticket or bus pass up to \$65. Additional expenses can be provided on a case-by-case basis including such items as participant travel, daycare expenses, Criminal Records Checks, birth certificate costs and a \$500 bonus upon successful completion of the program.

Can we hire employee as part-time?

No, participants are to take part in a full-time paid work experience placement of 7 hours per day, 5 days per week for 20 weeks only. Offers for a part-time position will not be accepted.

Who will be supervising the employee?

Your organization will be responsible for the supervision of the employee at your workplace.

Additionally, throughout the work experience placement, the VBY staff will closely monitor participants during regular site visits and through ongoing communication with the participants.

Our organization is based outside of Whitehorse; can we still participate in the program?

As long as your organization is located in the Yukon, yes. One of the main objectives of the project is to help youth overcome barriers to employment, including youth located in smaller communities.

What is the desired outcome of this project?

The desired outcome of this project is that upon completion participants will be permanently employed or will return to school.

What is the process for hiring youth?

We will conduct an assessment questionnaire with each participant to determine the best match between the organizations and the youth. Based on this assessment, Youth on Board manager will provide your organization with a database of the most suitable applicants for you as well as their resumes and cover letters for review. From this database you can choose if you would like to invite a participant for an interview or offer them employment.

What are the benefits of participating in the program?

- We will assess your organizational needs for employment and offer you the best match.
- We will reimburse \$11.32 per hour for a maximum of 35 hours per week.
- We will cover the cost of employee training and certification if required.
- We will closely monitor the employee's work and will provide workplace coaching / mentorship when required.

What kind of training and development can you provide to the employee?

The organization shall be responsible for the participant's training and development during the 20 continuous week of participation in Youth on Board. If additional is required, a " Request for Professional Development" application shall be completed and approved by VBY's office in order to reimburse up to \$150

What kind of positions can we offer youth?

Most program participants are looking for their first work experience; thus, entry-level jobs are the most suitable under this program.

One of the job requirements is to obtain a CPR certificate, who is going to pay for the course?

The Youth on Board Program recognizes the need for such courses and will cover reasonable expenses needed to obtain the certification.

Can our organization hire more than one participant?

Yes.

Contact us with any questions or requests for additional information at:

youthonboard@volunteeryukon.ca

www.volunteeryukon.ca

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Canada

Founded by the Government of Canada's Youth Skills Link program

