



## Participant Frequently Asked Questions

### **What kind of job can I get?**

Participants will be placed into entry-level positions in the not-for-profit sector. Other options may be available.

### **What if I do not have any previous work experience?**

That is why we are here! Youth on Board was designed to help you find job opportunities and obtain the skills and knowledge needed to build successful future careers.

### **Can I apply if I do not have a high school diploma?**

Yes.

### **How do I apply for Youth on Board?**

The first step is to send your resume and cover letter, clearly demonstrating your level of education, work experience, and skills. You can email them to [youthonboard@volunteeryukon.ca](mailto:youthonboard@volunteeryukon.ca) or drop them off in person at:

305 Wood Street,  
Whitehorse, YT Y1A2E7

### **I am a high school student, can I still participate?**

Participants are expected to be available 7 hours per day, 5 days per week for a total of 20 weeks of full-time employment. Therefore students who are currently in school full-time cannot take part.

### **I am currently receiving Employment Insurance Benefits but looking for a job, can I apply for the program?**

No. If you are in receipt of Employment Insurance Benefits, you are not eligible for Youth on Board.

### **Can you help me with my resume and cover letter?**

Yes, we will provide you with employment sessions that focus on your career. These sessions will include essential employment-oriented topics such as resume and cover letter building, short exposure courses and job interview preparation.

### **How do I get a job? What are the steps?**

Your resume and a cover letter will be sent to not-for-profit organisations that are looking to hire employees. You will then take part in a regular interview session with interested organisations.

### **Can I participate if I am not a Canadian resident?**

If you are not a Canadian resident, you are still eligible to take part as long as you are a permanent resident or person who has been granted refugee status in Canada under the Immigration and Refugee



Protection Act. As soon as you are **legally** entitled to work in Canada according to the relevant territorial / provincial legislation and regulations you are eligible to participate.

**I want to take part in Youth on Board but I reside outside of Whitehorse. Can you help me obtain employment in my community?**

If your community is located within the Yukon, yes. One of Youth on Board's main objectives is to help youth overcome barriers to employment. We understand that sometimes it can be challenging to obtain your first work experience in smaller communities. We would look at each participant on a case-by-case basis and will contact not-for-profit organisations specifically in your community.

**What if I live with a physical or mental disability, could I still be a part of Youth on Board?**

Youth on Board does not exclude those with disabilities. Therefore, if you meet all of the eligibility criteria listed above you can take part.

**I am a single parent and looking for a full-time job. Can you assist with day care?**

One of Youth on Board's main objectives is to help youth overcome barriers to employment. Financial assistance for a portion of daycare expenses may be available to you. These instances are reviewed on a case-by-case basis.

**What is going to happen when placement is over?**

The desired outcome is that after the placement has been completed, participants will be permanently employed or will have returned to school. Additionally, if you successfully complete the 20 week full-time work experience placement, you are eligible for a completion bonus of \$500 and a reference letter from the organisation for which you have been working.

**What are the benefits of being a part of Youth on Board?**

- 20 weeks continuous full-time job experience;
- On the job training and development;
- Assistance with various challenges;
- Valuable career-related experience;
- Network building;
- And much more!

**How does Youth on Board work?**

Everyone who wishes to enter Youth on Board will be pre-screened to make sure the eligibility criteria have been met. After that, orientation sessions will follow to provide you with Youth on Board information, timelines, project goals and expectations. Those participants who wish to continue will be asked to provide a resume and cover letter and the job search will begin. Participants will be placed in entry-level positions within not-for-profit organisations.

**I just turned 31; can I still participate in Youth on Board?**

No. Youth on Board is open to youth aged 18 to 30.

**What is the length of the placement?**

The placement is full-time employment of 7 hours per day, 5 days per week for a total of 20 weeks within the not-for-profit sector. The placement also includes a 12 week follow-up period with those participants who have not found employment or did not return to school.

**Can I work part-time only?**

Part-time employment is not available through Youth on Board.

**What if I am not happy with the job I get?**

Throughout all placements, we will closely monitor participants through regular site visits and ongoing communication with the employers and the youth. This will help to identify any possible issues and provide needed coaching and mentoring to overcome challenges in the workplace.

**How much am I going to be paid?**

You will be paid a wage based on the prevailing wage rate for the occupation.

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

[youthonboard@volunteeryukon.ca](mailto:youthonboard@volunteeryukon.ca)

[www.volunteeryukon.ca](http://www.volunteeryukon.ca)

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