



Employment & Training Department
Central Council of the Tlingit & Haida Indian Tribes of Alaska
P.O. Box 25500 • Juneau, Alaska 99802
Toll: 800.344.1432 ext. 7989 | Phone: 907.463.7989
www.ccthita-nsn.gov • www.facebook.com/ccthita



2024 Youth Employment Services (YES) Host Employer Application

Program Overview: The Employment & Training Department administers the YES program, available to 22 Southeast Alaska communities. Program objectives include assisting eligible tribal youth, ages 14-24, in obtaining summer employment to learn and enhance employment skills and to provide youth with opportunities to discover and explore optional career and/or education pathways suitable to their goals. YES Coordinators seek to match applicants to their fields of interest. As a host employer, you will have the opportunity to interview pre-screened youth participants and offer a position in accordance with the Alaska Department of Labor statutes and in agreement with the YES program objectives. Together we can promote self-sufficiency and build stronger community workforces.

The YES program can subsidize a limited number of part-time and full-time positions. We can authorize:

- Paid 10-Week Employment/Internship Programs (June 10 – August 30, 2024)
- An Hourly Wage of \$20.00

The YES program cannot authorize holiday or overtime pay. The YES Program Coordinator must approve alternate program dates, work schedules, or modified duties.

Partnership Roles: To ensure youth worker success, Tlingit & Haida and its partners agree to:

Tlingit & Haida:

- Serve as the employer on record, maintain Human Resource and program records, and process timesheets.
- Assist in youth development programs and community coordination.

Local Community Coordinator:

- Screen applications for eligibility and best placement options, schedule interviews.
- Complete Tlingit & Haida hiring orientation for youth and present workforce behavior expectations.
- Approve work plans with partners and provide onsite youth evaluations.
- Maintain ongoing communication of youth's work progress.
- Conduct program exit interview with youth, complete program-end evaluations.

Host Employer:

- Develop a meaningful work plan assisting in youth's career development.
- Assign a supervisor to mentor and oversee youth's work assignments and timesheets.
- Enable Local Community Coordinator to complete onsite youth evaluations.
- Maintain ongoing communication of youth's work progress and submit progress reports with timesheets.
- Complete program-end evaluations and submit proper separation paperwork.

If you have any questions about the application requirements or should you need any assistance with completing this application, please contact your local YES Coordinator or Tlingit & Haida's YES Coordinator at 907.463.7989 or 1.800.344.1432 ext. 7989.



Media Consent

I, the undersigned authorize the Central Council of the Tlingit and Haida Indian Tribes of Alaska (CCTHITA) to use, display, publish, and/or distribute my name, picture, portrait, likeness or voice in any publication, multimedia production, display, advertisement or World-Wide Web Publication, without limitation as to time.

I understand that the photographs, audio recordings, negatives and/or videotapes, if used, will be for informational/educational purposes of CCTHITA and I waive any right to inspect or approve the finished photos and/or advertising copy. All photographs, audio recordings, negatives and/or videotapes shall constitute the sole property of CCTHITA. I declare that I am of legal age and have every right to contract in my own name in the above regard.

I, the undersigned hereby waive all rights or claims for compensation in connection with the use of my name, picture, portrait, likeness or voice, or any or all of them in any publication, multimedia production, display, advertisement or World-Wide Web Publication, without limitation as to time; in whole or in edited form and any use to which the same or any material therein may be put, applied or adapted by CCTHITA. In signing this waiver I acknowledge that CCTHITA, its agents, officers and employees are released from any and all claims and demands arising out of or in connection with the use of said photographs/images, including but not limited to, any claims for invasion of privacy or defamation.

Accepted and Agreed:

Signature of Subject (Parents' signature for youth under 18) Date

Printed Name Daytime Phone #

Mailing Address

Signature of Witness Date

REQUIRED INFORMATION			
Employer/Company Name		Contact Person / Title	Ph. Number / Email Address
Employer/Company Mailing & Physical Addresses		Youth's Primary Worksite Location	
Assigned Supervisor/Mentor Name(s) & Title(s)		Ph. Number / Email Address	Fax Number
Position Job Title(s) and Number of Vacancies			
Start Date	End Date	Hours/Days	Additional Wages Provided
Have you or your company previously participated in Youth Employment programs? Which? When? Where?			
How did you learn about this program?			
Brief overview of organization (Primary objectives, functions, mission statement, etc.) and organizational chart (Informal accepted):			

PLEASE COMPLETE THE FOLLOWING FOR EACH TYPE OF VACANCY. ATTACH SEPARATE SHEETS OF PAPER IF NECESSARY.

Brief description of how the assigned department(s)/division(s) support your overall organization:

Duties/responsibilities for each position:

Preferred knowledge & skills for each position:

Proposed training opportunities and plan to introduce youth to career pathway options for each position:

Equipment to be used:

Suggested apparel, tools, etc. needed to perform job duties:

Additional comments:

Thank you for your application. We look forward to finding you an appropriate placement. Should we not have an available candidate, we will contact you by the program begin date and keep your application on file.

Please submit your application to your Local Community Coordinator or Tlingit & Haida's YES Coordinator via email yesandinternships@tingitandhaida.gov.

The Host Employer understands that the Summer Youth Participant is not approved to begin employment until all proper paperwork has been submitted and processed by the YES Coordinator.

Employer Signature

Date

Received By

Date