

Jobs for Youth FAQ

Program Overview

When does the program take place?

June 22nd to August 22nd .

Who can participate?

Youth ages 16-21 are eligible.

What types of jobs are offered?

Youth can support a variety of entry-level roles including:

- Clerical and office support (filing, data entry)
- Social media and basic marketing tasks
- Customer service or cashier roles
- General labor (non-hazardous)

Are youth allowed to perform real job duties?

Youth can perform hands-on work, not just shadowing, as long as tasks comply with youth labor laws. However, youth cannot perform hazardous duties, such as operating heavy machinery or certain construction tasks.

What are the labor laws for youth?

In Washington State, youth ages 16-17 can generally work near full-time during the summer, with limits of up to 8 hours per day, 40-48 hours per week, and between the hours of 5:00 a.m. and midnight.

Employers must provide required breaks, including a paid 10-minute rest break for every 4 hours worked and a 30-minute meal break for shifts over 5 hours. Youth must be paid at least minimum wage, and employers are required to have a minor work permit and parent/guardian authorization on file

References:

- Washington State Department of Labor & Industries - Youth Employment Laws: <https://www.lni.wa.gov/workers-rights/youth-employment/>
- U.S. Department of Labor - Fair Labor Standards Act (FLSA) Child Labor Provisions:

<https://www.dol.gov/agencies/whd/youthrules>

- Revised Code of Washington Chapter 49.12 RCW - Employment of Minors:
<https://app.leg.wa.gov/rcw/default.aspx?cite=49.12>

Employer Role & Expectations

What is the employer's commitment?

The ideal commitment is:

- 4 consecutive weeks
- Up to 20 hours per week (80 hours total)
- \$17.31/hour

Employers have two participation options:

- Direct Hire: Youth are hired and paid through your payroll
- Worksite Agreement (Subsidized Option):
 - Employer submits \$1,371 to OIC
 - OIC processes payroll and pays youth biweekly
 - Employer provides supervision and approves timesheets

Employers interested in this option simply indicate on the survey that they are willing to host a youth only.

Who sets the work schedule?

The employer sets the schedule. For youth ages 16-17, hours must be between 5:00am to 12:00am(midnight).

What are the expectations for youth employees?

Youth are expected to:

- Show up on time and consistently
- Demonstrate professionalism and respect
- Communicate clearly
- Follow workplace rules and safety guidelines
- Be open to feedback and learning

The program focuses on building reliability and foundational workplace skills.

Can an employer terminate a youth employee?

Youth participating in summer employment are connected to our Career Counseling program, and as this is a training-focused experience, we provide support with corrective actions and skill-building when performance or behavioral issues arise. If disciplinary concerns occur, our team works closely with both the youth and employer to address challenges through coaching and guidance. Prior to any decision to terminate a youth's employment, we will meet with the employer to review the situation, discuss concerns, and explore appropriate interventions to support a successful outcome whenever possible.

Are employers required to attend the Job Fair?

Businesses are strongly encouraged to attend; however, if they are unavailable, we will coordinate an alternative date and time for them to meet with a youth who has expressed interest in their field and complete the interview.

How are youth matched with employers?

Youth attend the Job Fair and complete Job Readiness Training. If an employer cannot attend, we assist with matching and scheduling interviews separately.

What if none of the candidates seem like a good fit?

It is rare not to find a good match, as youth are prepared in advance.

What if an employer can't hire a youth?

Businesses can still participate by:

- Volunteering at the Job Fair
- Offering job shadowing opportunities
- Providing unpaid internships
- Supporting mentorship or career exposure activities

Can an employer contribute financially instead?

Any amount helps support the program. \$1,371 will support one youth, but contributions of any amount are welcome.

Youth Role & Expectations

Are youth required to attend the Job Fair?

Participation in the Job Fair and Job Readiness Training is expected.

What is expected of a youth at work?

- Show up on time
- Be respectful and professional
- Follow instructions
- Communicate with your supervisor
- Be willing to learn

What if a youth needs help on the job?

Youth participating in summer employment are connected to our Career Counseling program and as this is a training-focused experience, we provide guidance, coaching, and skill-building support. If challenges come up, we work closely with you and your employer to address concerns, improve performance, and help you succeed.