



Welcome to Youthpower

Sponsored by:

MAYOR TOM BARRETT, CITY OF MILWAUKEE
ELMER & NANNETTE WINTER FAMILY FOUNDATION, INC.

June, 2006

Dear Friend:

Mayor Tom Barrett and I invite you to use the free services of [Youthpower](#) ... a summer job placement organization designed to meet your employment needs. By combining our efforts, we believe that we can be of greater service to Milwaukee companies and our youth. Our staff is well prepared to meet your requirements for employees to work in your office, factory, warehouse or delivery department during the summer months.

The persons [Youthpower](#) will send to you will be in the age bracket of 16 to 22. They will be primarily residents of Metcalfe Park and surrounding areas. We will prescreen applicants in a professional way and provide a certain amount of skills training before assignment. Our job is to save you time in reviewing the many applications you will receive for summer employment. We will make selections to meet your needs, through [Youthpower](#), by our screening and indoctrination process.

May we introduce ourselves to you ... we would like to provide information concerning our background which we believe is professionally geared to providing summer help to satisfy your needs.

The Elmer & Nannette Winter Family Foundation, Inc., has been active in numerous ways to assist minorities, both on a local and national basis, particularly in job training and job placement. The staff of the Winter Foundation will assist in the selection of staff referred by [Youthpower](#) to the companies calling for service.

Mayor Barrett, through the efforts of Frank Cumberbatch and his staff, placed a number of young people in summer jobs in the year 2005. The Elmer & Nannette Winter Family Foundation, Inc., operated a [Youthpower](#) job placement service in the summer of 2005 out of the Fitzsimonds Boys and Girls Club at 3400 West North Avenue.

You will be interested in knowing that the Winter Foundation has just completed a program of refurbishing 1,000 computers which have been provided to Milwaukee Central City High Schools.

It is the purpose of Mayor Barrett and the Elmer & Nannette Winter Family Foundation, Inc., to improve the quality of Milwaukee youth through summer job placement. We believe that, by providing jobs to our youth, you and others will be improving the quality of workers who will be called upon to fill jobs in the future. We believe that youth employment assures Milwaukee companies of a strong work force in the future.

We will operate two [Youthpower](#) offices ... one at City Hall (www.city.milwaukee.gov) and the other at the Fitzsimonds Boys & Girls Club located at 3400 West North Avenue, 414-874-3750 ... beginning Thursday, June 1, 2006.

Here are some of the jobs that [Youthpower](#) is prepared to fill:

Accounting Clerk
Assembly Worker
Child Care Worker
Construction Worker
Electronic Assembler
Fork Lift Operator
Garage Attendant
Food Store:

Check-out Clerk
Carry-out Clerk
Meat Cutter
Stock Clerk

Office:

Accounting Clerk
Administrative Assistant
Clerical Worker
Data Entry Clerk
Data Typist
File Clerk
Junior Accountant

Administrative Assistant
Automotive Worker
Computer Operator
Drafting Assistant
Delivery Worker
Elderly Care Worker
Factory Assembly Worker
Gas Station Attendant
Lawn Cutter

Hotel:

Baker
Bartender
Bellhop
Bookkeeper
Dishwasher
Office Worker
Porter
Waiter/Waitress

Restaurant:

Baker

Appliance Repairer

Bank:

Credit Clerk
File Clerk
Teller
Typist

Gardener

Language Interpreter

Mail Clerk

Maintenance Worker

Messenger

Material Handler

Printing Company:

Bindery Worker
Folding Machine
Photocopy Machine
Press Operator
Repair Worker
Wrapper

Route Driver

Payroll Clerk
Receptionist
Records Clerk
Sports Team Assistant
Telephone Sales Clerk
Warehouse Worker

Carhop
Checkroom Attendant
Cook/Kitchen Helper
Counter Worker
Dishwasher
Hostess/Counter Worker

Security Guard
Set-up Worker
Small Engine Repairer
Telephone Operator
Truck Driver Helper
Yard Worker

Let us answer some of the questions that you might have relating to the services which **Youthpower** is prepared to provide to you this summer:

Q: Why should we utilize the services of Youthpower?

A: We think you will agree that there will be a large number of resumes submitted to you by young people living on the northwest side of Milwaukee who are seeking employment with you. Many of them will come via internet.

By using **Youthpower**, you will be receiving an important service and that is that **Youthpower** will do the analysis of resumes and select for you the best applicants to do the jobs that you might have this summer. This will reflect in a considerable time saving on the part of your current staff.

Q: What will be the relationship of the persons whom Youthpower refers to us?

A: You will be the employer of the persons referred to you by **Youthpower**. There is no charge for this service. The applicants that **Youthpower** sends to you for your approval will not pay any charge. You will be responsible for wages, insurance, etc., in the same manner that you are for your other employees.

Q: What is the skill level of the persons who are available to us through Youthpower?

A: You will have the opportunity to describe the skill level to the interviewer at **Youthpower**. It will then be the responsibility of **Youthpower** to make the very best selections for you.

Q: Will we have an opportunity to make an employment decision after we contact Youthpower and make a request for a referral?

A: Yes, you at all times, as the potential employer, will make the final employment decisions. If, during the course of employment of a person referred by **Youthpower**, you are not satisfied with the work performed, you have the privilege of terminating the employment. We would ask that you give **Youthpower** the opportunity to replace such person.

Q: How is the pay to be determined for the persons who we employ who have been referred to us by Youthpower?

A: You will make the decision and pay the employees referred to you according to your standards. You will, of course, be subjected to minimum wage legal requirements.

Q: What training does Youthpower provide to the persons who are referred to us?

A: Basically, the job training needed will be provided by your company. However, prior to our referring candidates to you, we will place the persons referred into a brief soft skills training program which will answer the questions which are normally asked by applicants.

Q: What insurance does Youthpower provide to the persons referred to us?

A: Since you are the employer, you will provide the same insurance to the persons **Youthpower** refers to you that you provide to your other employees.

Q: Who pays the people Youthpower refers to us?

A: Since you are the employer, all salary payments with appropriate deductions will be made by you.

Q: What are the ages of the persons whom Youthpower will refer to us?

A: We will respect your wishes as to the ages of the persons referred to you. Normally, our program calls for us to try to place youth between the ages of 16 and 22.

Q: What hours will the persons, referred by Youthpower to us and hired by us, work for us?

A: You will set the hours in accordance with your policies and in accordance with the availability of the persons referred to you.

Q: What if we conclude that the persons who Youthpower refers to us are not working out satisfactorily after we hire them?

A: It is your decision as to whether you wish to continue or discontinue the employment of any persons who are referred to you.

Q: Can we hire the persons who Youthpower refers to us beyond the summer?

A: Yes, we would encourage you to do so. It is your decision as to whether you wish to continue employment, whether it be part-time or full-time, after the summer months keeping in mind that they may need to return to school.

Q: Will there be any follow-up by Youthpower after we employ persons referred to us?

A: Yes, we contact the persons who Youthpower refers to you shortly after hire to assist them in resolving any employment problems that confront them. We want them to fit in well with the other employees in your company, as well as with the management of your company.

Q: Are there any special words of advice that Youthpower would like to share with us if we hire persons referred to us?

A: Yes. We do ask that you assist us in making the best possible employment assignment to those whom you hire. You will be providing an important service if you assign a buddy to our referrals so that they can get a good understanding of what is involved in working in the private sector and the rewards provided. May we suggest that a little effort on your part will go a long ways in paving the way for our referrals to have a future life effectively working for private companies.

Q: Are we required to pay Youthpower for services rendered?

A: No, neither you nor the persons who Youthpower refers to you will be subjected to any charges. This is a voluntary service freely offered by Mayor Tom Barrett, City of Milwaukee, and the Elmer & Nannette Winter Family Foundation, Inc.

By employing youth and working with them to expand their experience, you will be assisting this community, as well as your company, to build a work force that will be able to meet the demands of the future ... a work force that is experienced, reliable and productive. Please give our young people a chance to work for you.

Thank you for your assistance.

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Elmer L. Winter, Co-founder and Past President, Manpower
Elmer & Nannette Winter Family Foundation, Inc.
P. O. Box 2053, Milwaukee, WI 53201
Ph: 414-961-2163 Fx: 414-906-7878
E-mail: elmer.winter@na.manpower.com

Frank Cumberbatch, Senior Staff Assistant
Economic Development, City of Milwaukee
City Hall - Room 3201, Milwaukee, WI 53202
Ph: 414-286-3467 Fx: 414- 286-3191
E-mail: fcumberbatch@milwaukee.gov

P.S.: Don't suffer from "shorthandedness" this summer. Call Youthpower! Our job is to have no job be unfilled that can be filled by our young people.