



*Please accept this as an invitation to the Youth Works Employer Orientation
There will be two dates available May 25th and June 8th!*

Dear Employers and Site Supervisors:

On behalf of MassHire Berkshire Career Center (BTE Inc.), I'd like to extend my sincere appreciation for considering participating in the 2022 *Youth Works Program*. Your participation in this program plays an essential role in laying the foundation for our region's youth to become successful and productive individuals within the currently challenging and competitive demands of today's workplace. As a worksite supervisor you will provide direction, training, and mentoring to young workers.

Enclosed in this package, please find the **Berkshire Training & Employment Program's (BTE Inc) Worksite Agreement (one must be submitted for each job description)** and the **Youth Program Guidelines** sheet. **These forms must be completed and signed by all host employers/worksite supervisory staff and submitted to BTE no later than Wednesday, June 22nd.**

These two completed documents can be submitted to BTE staff at the **Employer Orientation session scheduled for Wednesday, May 25th and Wednesday June 8th, 2022 at 11:30 a.m at MassHire Berkshire Career Center. The address is 160 North Street, Third floor, in Pittsfield.**

This orientation session will serve to cover all the specifics of the program including program duration, work hours and child labor law information. It will allow for employers to become familiar with the Massachusetts Work-Based-Learning Plan and its online format, which is a state-mandated job performance monitoring tool that will be used for all youth participants. **Please RSVP your attendance to kskrocki@masshireberkshirecc.com/413-499-2220 x145. If you cannot attend this session, please contact me to make alternative arrangements.** **Youth begin working on July 5^h, 2022.**

As always, every effort will be made to place at least one youth at all the businesses that have graciously offered to participate during the summer 2022. Please note: however, that given our typically small program capacity and worksite placements based on the interests of participating youth, there is a small potential that some worksites will not be utilized. In the event this occurs, BTE staff will provide efficient notice to these employers within the coming weeks. Please do not hesitate to contact me if you have any questions or need additional information. Thanks again for your willingness to participate and I look forward to seeing you on May 25th or June 8th!

Respectfully,

Kelly Groves-Shrocki

Youth Services Coordinator
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