



**BOYS & GIRLS CLUB
OF THE WISCONSIN RAPIDS AREA**

**Work-Based Learning
Program**

Dear Teen Club Parent/Caregiver,

My name is Emily Stieve and I am the Workforce Director for Boys & Girls Club of the Wisconsin Rapids Area. I am excited to be working with teens in the Teen Center Club! The purpose of my role is to provide programming and support specifically for workforce exploration and preparation.

Teens, ages 14-18, will have the opportunity to participate in our work-based learning program employed as a, "Teen Associate" right here at the Club. This program provides an introduction to the workforce as teens will go through all the steps to obtaining and maintaining a job: applying, interviewing, training, and completing assigned job responsibilities. Teens will be mentored throughout their time working and will be provided with tips and resources on money management as this is a paid position!

Besides meeting the minimum age requirement, all Teen Associates must be registered as a current Club member in order to participate in this program.

For membership information, visit: <https://www.bgcwra.org/myclubhub-instructions>. Specific membership questions can be directed to Member Services Director, Cheyenne Kester at: ckester@bgcwra.org or 715-424-2582.

Please review the additional attached information and sign and return the Caregiver Consent Form. A copy of our job application is also attached. You can help your teen complete the application or they can receive assistance at the Club.

If you have any questions, please feel free to contact me.

Best regards,

Emily Stieve

Emily Stieve
Workforce Director
Boys & Girls Club of the Wisconsin Rapids Area

☎ 715-818-6126
✉ estieve@bgcwra.org
📍 501 W. Grand Ave., Wisconsin
Rapids 54494



BOYS & GIRLS CLUB
OF THE WISCONSIN RAPIDS AREA

Caregiver Consent Form: Teen Associate Work-based Learning Program

I hereby give _____ (“Minor”) permission to participate in the work-based learning opportunity at Boys & Girls Club of the Wisconsin Rapids Area (BGCWRA) including completing internship or volunteer hours as part of the program.

I agree and understand that the Minor shall comply with the rules and regulations established by BGCWRA and that failure to do so may result in the Minor’s immediate removal as a program participant.

I am aware of the nature of the activities to be performed by the Minor as a work-based learning participant. These activities will include, but are not limited to, the duties listed on the work-based learning application packet. I agree that all activities are to be performed by the Minor, at the Minor’s risk. The Minor and I assume full responsibility. By my signature of permission to this statement, I hereby release and hold harmless BGCWRA, individual sponsors, including staff, board, and place of business cooperating with the program, from all liability for mishap or injury that might result to, or as a result of, the above-named participant while participating in the work-based learning program.

Further, should it be necessary, I authorize BGCWRA to seek emergency medical treatment for my minor child if I cannot be reached. I will be responsible for any/all costs of medical attention and treatment.

I understand BGCWRA work-based learning program staff will disclose information regarding accidents health, and safety (ex: not showing up for their shift, injury, or accident on the job). However, if I have specific questions or concerns regarding the performance of my child in the work-based learning program, a meeting will be scheduled with the work-based learning coordinator to discuss any concerns.

I give permission for my child’s picture, video, or any other graphic depiction or likeness, to be used by BGCWRA and its activities and agree that no compensation shall be provided for such use.

I have read the completed application and this form, understand the rules of BGCWRA and request _____ to be admitted into the work-based learning program.

I give my permission to BGCWRA to share information about the minor child listed on this application with Boys & Girls Clubs of America (BGCA) for research purposes and/or to evaluate the program’s effectiveness. Information that will be disclosed to BGCA may include the information provided on this membership application form, information provided by the minor child’s school or school district, and other information collected by BGCWRA, including data collected through surveys or questionnaires. All information provided to BGCA will be kept confidential.

Signature of Caregiver Home/Cellphone Date

Signature of Participant Home/Cellphone Date



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Teen Associate Positions

Farmer's Market Teen Associate (summer only) - Assist with preparation for baked goods, product packaging & placement, market research, inventory, and general marketing for the Boys & Girls Club of the Wisconsin Rapids Area Farmer's Market booth.

Rate of pay: \$8.00/hour

Total hours worked will be between 2-4 hours per week.

Front Desk Teen Associate - Assist Membership Director with reporting, projects and other specific tasks needed done.

Rate of pay: \$8.00/hour

Total hours worked will be between 2-4 hours per week.

Janitorial Teen Associate - Assist with cleaning tasks around the Club.

Rate of pay: \$8.00/hour

Total hours worked will be between 2-4 hours per week.

Snack Shack Teen Associate - Assist with inventory, bookkeeping, product placement, market research, and general marketing of the Snack Shack.

Rate of pay: \$8.00/hour

Total hours worked will be between 2-4 hours per week.

Youth Development Teen Associate - Assist with programming preparation, assist Elementary Directors with various tasks within their department.

Rate of pay: \$8.00/hour

Total hours worked will be between 2-4 hours per week.

A Teen Associate will be working on specific tasks assigned by the Workforce Director and may miss some programming during the day to participate in the work-based learning program. Teen Associates will not be scheduled to work during special events, ie: fieldtrips, all-Club events, etc. All Teen Associates must be registered as a current Club member and meet the minimum age requirement in order to participate in this program.



BOYS & GIRLS CLUB
OF THE WISCONSIN RAPIDS AREA

**Work-Based Learning
Program**

Teen Associate Expectations

Before Your Scheduled Shift:

- Report to your designated work area and check in with your supervisor or the Workforce Director 5 minutes before your start time
- Have your Teen Associate t-shirt and lanyard on
- Review the duties assigned to you for that day (this may be written down or you will need to ask your supervisor)
- Ask the Workforce Director if you have any questions about any of the tasks you are to be completing that day
- Make sure you enter your start and end time accurately on your time card
- If you are unable to work your scheduled shift, you must notify your supervisor or the Workforce Director as soon as possible (preferably at least 2 hours before scheduled shift)

Job Responsibilities:

This will vary depending on which Teen Associate position you are working. See job descriptions for more details.

- Counting/ restocking inventory
- Preparing materials/supplies for selling products
- Organizing/cleaning areas
- Working on reports (weekly, monthly) both for inventory and banking
- Researching marketing and display placement strategies
- Create marketing/product displays
- Complete assigned tasks by supervisor

During Your Shift:

- Follow directions given by staff
- Lead by example and model Club behavior and expectations (3 R's)
- Cell phones are not allowed to be out while working
- Be respectful and mindful of other programming occurring around you
- If you have a question, please make sure to ask! We want you to be confident & successful in this program.



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- If you have a question, please make sure to ask! We want you to be confident & successful in this program.

I have read and understand the above job expectations.

Employee signature

Date

501 W Grand Ave
 Wisconsin Rapids, WI 54495
 715-424-2582
 www.bgcwra.org

EMPLOYMENT APPLICATION

BOYS AND GIRLS CLUB OF THE WISCONSIN RAPIDS AREA



APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?
			YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

EDUCATION			
High School		Address	
From	To	Did you graduate?	Degree
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
College		Address	
From	To	Did you graduate?	Degree
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Other		Address	
From	To	Did you graduate?	Degree
		YES <input type="checkbox"/> NO <input type="checkbox"/>	

REFERENCES		
<i>Please list three professional references.</i>		
Full Name	Relationship	Years Aquatinted
Company	Phone ()	
Address		
Full Name	Relationship	Years Aquatinted
Company	Phone ()	
Address		
Full Name	Relationship	Years Aquatinted
Company	Phone ()	
Address		

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous employer?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

EMPLOYMENT AVAILABILITY					
At Which Site Would you Like to Work? (Check)	WR Center Elementary	WR Teen Center	Nekoosa Site	Port Edwards Site	
Days and Times Available?	MON	TUE	WED	THU	FRI
Where did you learn about our employment opportunities? (check)					
Website/Social Media:	Friend:	Advertisement:	Other:		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION

I understand that the Boys and Girls Club of the Wisconsin Rapids Area will attempt to verify statements made on my application and made during my employment interview. I hereby give permission to my former employers to answer any and all questions, based upon information available to them in my prior employment records. I understand that it is possible that my prior employment records may not be accurate. Nonetheless, in consideration of the Boys and Girls Club of the Wisconsin Rapids Area's review of this application and my candidacy for employment, I release the Boys and Girls Club of the Wisconsin Rapids Area and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release, so the Boys and Girls Club of the Wisconsin Rapids Area can contact references and make a full background check of my previous work history will be deemed interference with and a withdrawal of my application for employment.

_____ *Yes_____ * No (*Place your initials in the appropriate space to indicate and document your consent to this authorization)

Signature

Date

JOB APPLICANT AGREEMENT

I understand that the Boys and Girls Club of the Wisconsin Rapids Area requires certain information about me to evaluate my qualifications for employment and conduct its business if I become an employee. I understand that false, incomplete or misleading statements on this application may be considered sufficient cause for rejection of my application and for dismissal if discovered after I am employed by the Boys and Girls Club of the Wisconsin Rapids Area. The use of this application blank does not indicate that there are positions open and does not in any way obligate the Boys and Girls Club of the Wisconsin Rapids Area.

I also authorize the Boys and Girls Club of the Wisconsin Rapids Area to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency or other party having legal and proper interest and I hereby release the Boys and Girls Club of the Wisconsin Rapids Area from any and all liability for its providing this information. I understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of this investigation.

In consideration of my potential employment, I agree to conform to the rules of the Boys and Girls Club of the Wisconsin Rapids Area. I understand that I have the right to terminate my employment and any time, with or without notice, with or without cause and that the Boys and Girls Club of the Wisconsin Rapids Area has a similar right. I understand that my employment by the Boys and Girls Club of the Wisconsin Rapids Area does not constitute a guarantee that any position be continued for any length of time or that any job assignment or shift be permanent. I understand that I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when required by the Boys and Girls Club of the Wisconsin Rapids Area. I also understand that the Boys and Girls Club of the Wisconsin Rapids Area has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me.

Applications will not be considered active after the position is filled. I understand that the Boys and Girls Club of the Wisconsin Rapids Area will attempt to verify statements made on my application and made during my employment interview.

Signature

Date

Equal Opportunity Employer: Qualified applicants receive consideration for employment without discrimination because of age, sex, religion, marital status, race, color, creed, national origin or disability.

BACKGROUND INVESTIGATION WAIVER AND CONSENT

I hereby authorize the Boys & Girls Club of the Wisconsin Rapids Area, to make an independent investigation of my background, references, character, past or present employment, education, criminal or police records, including those maintained by public and private organizations and all public records for the purpose of confirming information contained on my application and/or obtaining information which may be material to my qualifications for volunteer service or employment with the Boys and Girls Club of the Wisconsin Rapids Area.

I release the Boys & Girls Club of the Wisconsin Rapids Area and or its agents and or any person or entity, which provides information pursuant to this authorization form and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge. You will be emailed from our provider Veriscreen to complete your personal information and a criminal background check will be ran.

Signature:

Date: