



Work-Based Learning opportunities provide experiences and activities to help student learners to understand the relevance of what is learned in school in relation to being successful in the workplace. It also provides opportunities for student learners to explore a wide variety of careers and industries while building a foundation in general workplace competencies. In work-based learning, the school, community, and workplace all become resources for the student.

- Classroom Speakers
- Workplace Tours
- Job Shadows
- Mentoring
- Internships
- Paid Employment

Services are provided through
a partnership of...



Pathfinder



Pathfinder...is an internet-based system that profiles hundreds of local business and nonprofit organizations – and lists the work-based learning opportunities they offer to students. It is a simple system to navigate. Once trained, registered students can access the PathFinder website any-time, anywhere – as long as their computer is linked to the internet. Students can explore and access opportunities throughout the entire county!

Take a Look today!

sonomacopathfinder.communityos.org

To Get Started...

STUDENTS:

1. Pick up a "Student" application from the Youth Employment Services (YES) Office or from your School Career Center.
2. Turn in your application at the YES Office & register for a Pathfinder Workshop.
3. After you have completed the application and workshop you are eligible to view and request the opportunities.

EMPLOYER:

1. Contact the Youth Employment Services (YES) Office. We can either mail you the Employer and Youth Opportunity forms for you to complete and/or we can assist you over the phone in filling out the Employer and Youth Opportunity forms.
2. After we have completed the necessary forms your opportunities will be posted on Pathfinder.
3. We will mail you paperwork containing information you will need to know when working with youth.



YOUTH EMPLOYMENT SERVICES

**WORKSHOPS & SERVICES
AVAILABLE**

We can help you find a job!

Pathfinder Workshop

- Completing Job Applications
- Interview Techniques
- Resume Writing
- Communication Skills
- SCANS Skills
- Opportunities Available
- Overview of Services

Teach you about Workplace Culture!

Keeping Your Job Once You Get It

- Youth Labor Law
- Workplace Culture
- Conflict Resolution
- Employer Expectations

Support youth employees and their employers!

- Provide Labor Law and work permit support and answers.

Assist working teens whose GPA is below 2.0!

STEPS Program

- Connect youth with tutors and provide individual support.



*What Students and Parents need to know
about **WORK PERMITS!***

All students between the ages of 14 & 18 are **REQUIRED** to have a current work permit. They must meet the following requirements in order to maintain their work permit:

- Grade point average of 2.0 or above
- Good Attendance (as defined by your school)
- Completing the "Keeping Your Job" workshop.

Work Hours for Teens

	Age 14 & 15	Age 16 & 17
Work Hours	<ul style="list-style-type: none"> • Not before 7am or after 7pm, from Labor Day – June 1 • Not during school hours • 7am-9pm from June 1 – Labor Day 	<ul style="list-style-type: none"> • Not before 5am or after 10pm when there is school the next day • Not before 5am or after 12:30am when there is no school the next day
Max Hrs When School IS IN Session	18 hours a week, but not over: <ul style="list-style-type: none"> • 3 hours a day on school days • 8 hours a day Saturday – Sunday and holidays 	36 hours a week, but not over: <ul style="list-style-type: none"> • 4 hours a day Monday – Thursday • 8 hours a day Friday – Sunday and holidays
Max Hrs When School IS NOT IN Session	<ul style="list-style-type: none"> • 40 hours a week • 8 hours a day 	<ul style="list-style-type: none"> • 48 hours a week • 8 hours a day

(The above information is a combination of school district, city, and state labor laws.)

**Youth
Employment
Services**

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