

CONNECT FOR SUCCESS

An Oswego County Workforce New York Newsletter

Oswego County Youth Works 2017 Summer Youth Employment Program (SYEP)

Volume 17, Issue 6

June 2017

Inside this issue:

Oswego County Youth Works 2017 Summer Youth Employment Program (SYEP)	1
Plan for your Career Success	2
Stay Safe When Working in the Heat	2
Make Every Minute Count During the Workday	2
Workshop Calendar	3
Workshop Descriptions	3
Did You Know....	4

Special points of interest:

- * *Oswego County Workforce New York has computer labs for updating your resume and searching for jobs.*
- * *Many workshops are available to assist you with your job search.*
- * *Our staff are ready to help you!*

Oswego County Youth Works is looking for Youth between the ages of 16 and 24 interested in summer employment!

Our Summer Youth Employment Program (SYEP) provides paid work and job readiness training to help selected young people, (income eligible), develop work interests, skills, and abilities. SYEP is a six-week program where participants earn their own money, build a resume, get professional references and reinforce positive work habits and attitudes. Eligible youth may be offered paid employment at the current minimum wage (\$9.70/hour) for up to 30 hours per week from early July to the end of August.



The worksites often include local school districts, community based organizations, and Oswego County Conservation Corps (OC3) crews.

Job opportunities include clerical trainee, custodial trainee, recreational program helper, OC3 crew member, and more. SYEP is usually a six-week program with some flexibility based on the worksite's needs. This year's SYEP program is scheduled to run from July 10 – August 20, 2017, although there are some worksites which request workers to start earlier than the official start date.

Youth are encouraged to contact our office as soon as possible to schedule their work readiness and payroll orientation meeting. SYEP eligibility is determined per TANF 200% income guidelines (e.g. a family of 4 can earn up to \$48,600 annually). Orientation sessions to complete applications, review eligibility, promote financial literacy, and provide a comprehensive overview of training expectations are currently ongoing.

Youth may contact Oswego County Youth Works at 315-591-9000. Appropriate candidates will be scheduled for a workshop and orientation.

The Oswego County Youth Works team looks forward to providing this valuable opportunity to young people throughout our community!



Plan for your Career Success

Is your career on track—or stalled? If you're not headed in the right direction, it's your responsibility to change things. Follow these steps to jump-start your progress:

- **Write your next performance review today.** Figure out where you want to be a year from now by imagining what your next evaluation would say if you achieved everything you want. This will help you narrow your priorities and motivate you to focus on what's important.
- **Examine your strengths and weaknesses.** Take a good look at what you contribute to your organization's success and where you could do more. Record your accomplishments throughout the year, and look for common denominators. This will you determine where to focus your efforts.
- **Talk to your boss.** Discuss your goals and your workload with your own manager. Find out what his or her priorities are, so you don't waste time on irrelevant activities—and to demonstrate your commitment to the organization's needs.



Work hard, stay positive, and get up early. It's the best part of the day.

Stay Safe When Working in the Heat

When heat and humidity combine to reduce the amount of evaporation of sweat from the body, outdoor work can become dangerous even for those in good shape. The key rules for coping with heat are to drink plenty of water to avoid dehydration and slow down and cool off when experiencing fatigue, a headache, a high pulse rate, or shallow breathing. Overheating can cause serious, even life-threatening conditions such as heatstroke. Look out for these symptoms of heat illness:

- **Heat cramps.** Working in hot weather can lead to muscle cramps, especially in the legs, because of brief imbalances in body salts. Cramps become less frequent as a person becomes used to the heat.
- **Heat syncope or fainting.** Anyone not used to working in the heat can experience a quick drop in blood pressure that can lead to fainting. As with heat cramps, the best approach is to take it easy.
- **Heat exhaustion.** Losing fluid and salt through perspiration or replacing them in an imbalanced way can lead to dizziness and weakness. Body temperature might rise, but shouldn't exceed 102 degrees. The best defense is to take it easy and drink plenty of water. Don't take salt tablets without consulting a physician.
- **Heatstroke.** In some cases extreme heat can upset the body's thermostat, causing body temperature to rise to 105 degrees or higher. Symptoms are lethargy, confusion, and unconsciousness. Even a suspicion that someone might be suffering from heatstroke requires immediate medical aid. Heatstroke can kill.

Make Every Minute Count During the Workday

Time is your most valuable asset at work. If you struggle to get everything done on time and accurately, consider this advice for managing your day more efficiently:

- **Question everything.** Look at each task and ask, "Is this the best use of my time right now?" Delay or eliminate anything that's unrelated to your most important responsibilities.
- **Eliminate distractions.** If you have an office with a door, close it to prevent interruptions. If you're in a cubicle, consider posting a "Do not disturb" sign when you need to concentrate, or finding an empty conference room where you can work in peace.
- **Cut the tech cord.** Don't be a slave to technology. You may have to turn off your email alerts and silence your phone in order to get your work done. Check emails and voicemail on a regular basis, but not every five minutes.
- **Write tasks down.** Instead of trying to juggle every task that comes up in your head, make a habit of writing things down as they're presented to you. This helps you keep a clear mind so you can concentrate on the immediate task.
- **Keep a schedule.** Don't just make a to-do list. Schedule each item on it, along with an estimate of how long each task will take. This helps you budget your time effectively throughout the day.



Oswego County Workforce New York Workshop Schedule

Mon	Tue	Wed	Thu	Fri
For information or to sign up please call – 591-9000			1 9:00-11:00 Ready Set Go 9:00-4:00 Word	2
5 9:00-10:00 Are you Ready for the Job Fairs?	6 9:00-4:00 Excel	7 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview	8 9:00-11:00 Ready Set Go 11:00-12:30 Metrix	9
12	13	14 9:00-11:00 Effective Interviewing 9:00-12:00 WIOA Overview	15 9:00-11:00 Ready Set Go 9:00-4:00 Quickbooks 1:30-3:30 Over 40 & Hired	16
19	20	21 9:00-11:00 Effective Resume 9:00-12:00 WIOA Overview 1:00-2:00 Effective Cover Letter	22 9:00-11:00 Ready Set Go 11:00-12:30 Metrix 1:00-3:00 Intro to Computers 1:30-2:30 Civil Service	23
26	27	28 9:00-1:00 Effective Interviewing	29 9:00-11:00 Ready Set Go 1:00-3:00 Internet Job Search	30

- ◆ **Are you Ready for the Job Fairs?**- This workshop will prepare you for the job you want to get. You will learn how to: dress, plan your day, what to bring, and post follow up. Please join us in this process of trying to obtain new employment.
- ◆ **Basic Word**- A 3-hour class for a beginner that needs to learn how to move around while typing or entering information. Emphasis on ability and confidence.
- ◆ **Effective Cover Letter**- So you've finally got your resume nailed down, but how's your cover letter looking? This workshop offers best practices to craft an effective, professional cover letter while avoiding the most common pitfalls that can make hiring managers groan.
- ◆ **Effective Interviewing**- Suggestions to prepare for a successful job interview and interview phases will be discussed.
- ◆ **Effective Resume Writing**- An intro to resume development where the tips and tools to develop a resume and cover letter will be discussed.
- ◆ **Internet Job Search**- Learn to locate and research employers, the advantages and disadvantages of job banks

- and upload, copy and paste your resume into online applications. **Email address & electronic resume required.**
- ◆ **Introduction to Computers**- Develop a new skill and learn the basics of using a Personal Computer. Learn about windows, the mouse, files and more. **Email address & resume requested but not required.**
- ◆ **Metrix**- An online learning system with a large catalog of courses and assessments. Customers can choose a goal job, assess their skills, and the system will then suggest courses to improve existing skills and learn new.
- ◆ **Microsoft Excel 2010**- Learn to move around spreadsheets and how to enter data. Begin with simple formulas and move on to auto-sum and functions. Skills taught include filter, formatting and charts. 9am – 4 pm
- ◆ **Microsoft Word 2010**- Learn how to work efficiently with Word to build your skills. Emphasis is placed on how to type a resume. Skills include text and paragraph formatting, spellcheck, autocorrect, managing bullets and graphics. 9am – 4 pm
- ◆ **Networking**- Not getting anywhere with your applications or resumes? More people find jobs through networking than any other way. In this workshop, learn how to set up and maximize your job search network.

- ◆ **Over 40 and Hired-** Discuss the many positive contributions made by mature experienced workers, review the hiring process as well as marketing strategies in a highly competitive job market.
- ◆ **PowerPoint 2010-** Learn how to build a presentation. Skills include changing colors and background, adding text and graphics, transitions, animations, sound and packaging the presentation to share. Half day class.
- ◆ **QuickBooks 2014-** Not just an accounting program, QuickBooks is also used by front desk, customer service and sales. Learn the basics of customer service, accounts

- receivable, accounts payable, inventory and reports. 9am – 4 pm
- ◆ **Ready Set Go (to Work)-** How to look for work, the hidden job market, selecting the best resume format; combination, chronological, cover letters, discussion time for any questions.
- ◆ **Understanding the Civil Service System-** Get a better understanding of how to obtain employment with local and state governments and school districts.
- ◆ **WIOA Overview-** An introduction to the Workforce Innovation and Opportunity Act and more. Must be scheduled by a staff person; required if interested in training.

**Partner Agencies/
Workshops**

**Oswego County
Opportunities**
www.oco.org

Oswego County BOCES
www.oswegoboces.org/
adulted/index.asp

**Cayuga Community
College**
www.cayuga-cc.edu

www.indeed.com

Indeed.com is a new type of job search engine which pulls job listings from a variety of sources—such as America’s Job Bank, syracuse.com and monster.com. Click on Advanced Search to narrow your results by keyword, location and full or part-time.

200 North Second Street
Fulton NY 13069
Return Service Requested

Did You Know...

Did you know...that Oswego County’s average unemployment rate for April 2017 was 6.1%? This was a decrease from the March 2017 rate of 6.5%.

Did you know...that the Public Computing Center (PCC) at the Oswego Public Library offers a free computer workshop series? Just call 342-8839 or visit the website, <http://oswego.learninglibraries.org>, to see a complete list of classes offered.

Did you know...that we are now on Facebook? To view job postings and other information go to www.facebook.com and

search for Oswego County Workforce New York.

Did you know...that you can visit www.mybenefits.ny.gov to determine eligibility for assistance programs, health insurance, and tax credits?

Did you know...that additional parking is available behind the building on Hubbard St? You can access it from Shaw Street coming from Oswego, or Ontario Street coming from Fulton. Just park in the grass on the hill.

Please see below the following recruitments and job fairs that will be taking place at the Fulton One Stop:

6/2, 6/9, 6/16, 6/23, 6/30 - GDI Services: 9:00 am—2:00 pm
6/5, 6/12, 6/19, 6/26 - CiTi: 9:00 am—11:00 am
6/7 - Oswego County Opportunities Job Fair: 1:00 PM

Also please note the following recruitments and job fairs that will be taking place OFF-SITE:

6/6 - Central NY Career Fair: 11:00 AM—3:00 PM
Location: SRC Arena @ Onondaga Community College
4585 W. Seneca Turnpike, Syracuse, NY

Visit our Facebook page for more information!

Oswego County Workforce New York is an equal opportunity employer/program. Auxiliary aids are available upon request to individuals with disabilities.



Connect for Success

Oswego County Workforce New York

(315) 591-9000 phone
(315) 591-9091 TTY

(315) 591-9009 fax
(315) 591-9024 fax

WE'RE ON THE WEB AT
WWW.YOURCAREERCONNECTION.ORG