

### To the Students:

- If a job interests you, call the employer as soon as possible to discuss exactly what the job entails.
- Be prepared to negotiate the pay for the position. Talk to friends and your parents to get an idea of a fair wage or call the Y.E.S. Director.
- If you arrange to meet with an employer, show up on time. If you are going to someone's home, consider bringing a parent or friend.
- Before your interview, think about your experiences and how they relate to this particular job. You may even want to rehearse an interview with your friends or parents.
- Dress appropriately for the particular job and have references available.
- Call or email the Y.E.S. office and let the Director know whether you have taken a job.
- Please let the Y.E.S. Director know if you have any problems or concerns.



### To the Employers:

- The Bethlehem Police Department will do a premise check on all employers seeking employees to work at their home. This check simply tells us if there has been police activity at your home. Our youth's safety is most important to us.
- You may be contacted by several potential employees. Be prepared to discuss the job details. Think about what you are willing/able to pay for the job. Make sure your expectations are clearly stated.
- If you don't receive any calls initially, please call the Y.E.S. office so that we can work to ensure your job is filled.
- Please let the Y.E.S. office know how the match works out.
- Please let the Y.E.S. Director know if you have any problems or concerns.

*The Town of Bethlehem reserves the right to refuse any job opportunity if it is deemed unsafe or inappropriate for youth.*

### **Youth Employment Service**

Town of Bethlehem  
Parks and Recreation  
261 Elm Avenue  
Delmar, NY 12054

Phone: 518.439.4955 x1608

Fax: 518.439.2144

Email: YES@townofbethlehem.org

## **Youth Employment Service**



*Interested in  
part-time work?*

**Register with  
Y.E.S.!**

*Looking for  
part-time help?*

**Call now!**

**518.439.4955  
x1608**

## What is Youth Employment Service?

- Y.E.S. is a free community service dedicated to helping Bethlehem youths find work and community residents and business people find reliable workers.
- Y.E.S. registers young people 14 through 21 years old who are looking for work. Our workers are available for odd jobs, seasonal work, temporary, or part-time employment. We are a year round service and there is no fee for Y.E.S. referrals.
- Y.E.S. acts as a referral service. An employer calls us with details about a job: what, where, and when the job is. The Y.E.S. Director sends registered teens emails twice a week with all available jobs. Interested teens contact employers to discuss details and to set up an interview.

## What can Y.E.S. members do?



- **Animal Care**
- **Babysitting**
- **Care for Elderly**
- **Mother's Helper**
- **Party Helper**
- **Tutor**
- **Housework**
- **Restaurant Work**  
(over 16 to wash dishes)
- **Retail**
- **Handyman**  
(must be 18 to use a ladder)
- **Yard Work**  
(must be 16 to mow)
- **Shoveling**
- **Office/clerical**



If you have any questions about the program or would like a presentation done at your place of business or school, please let us know.



- Our office is located at the Town of Bethlehem Parks and Recreation Department  
Elm Avenue Park  
261 Elm Avenue  
Delmar, NY, 12054
- Call 439-4955 x1608 or email [YES@townofbethlehem.org](mailto:YES@townofbethlehem.org) for more information