



WORK Experience Program (WEX)

EMPLOYER WORKSITE

FAQs

What is the City of Richmond's Work Experience Program (WEX)?

The Work Experience Program is a subsidized employment opportunity for Richmond youth between the ages of 16-24; our Richmond youth benefit by learning skills and career pathway ideas by working up to 300 hours for regular WEX interns and 140 hours for STEPS interns in a variety of local worksites.

Who is responsible for paying the youth?

Through various donations and funding sources, The City of Richmond's Employment and Training department is responsible for paying youth that is employed through the regular WEX program. STEPS program will be paid for by Foundation for California Community Colleges.

How does your business benefit by hiring a local youth?

Your business benefits by providing a much-needed job for local youth who gain valuable knowledge, experience, and skills by working for you. There is no monetary cost to you! And you gain by having an eager worker!

How many hours can the youth work, and how much are they paid?

The youth are allowed to work 40 hours a week and are paid **\$16.64** per hour.

How long is the Work Experience Program (WEX)? WEX has been extended past the summer months. Youth are allowed to complete their allowable hours from **June 2022 up until June 30th, 2023**.

How are the youth selected to work in the program? The online application is available through our website www.richmondworks.org. Applications are then accepted on a rolling basis and selected according to SYEP/WEX guidelines/eligibility.

Is there a screening and preparation process to ensure the youth are ready to work? Yes! All the WEX participants are carefully screened. The screening process includes participating in mandatory work-readiness workshops focused on workplace etiquette, integrity/initiative, conflict resolution, and money management.

Who is responsible for placing the youth in your business? The YouthWORKS Employment Specialists are responsible for placing the youth at your business worksite. Once the Worksite Agreement has been completed and approved, YouthWORKS will contact you to review the application and discuss any special requests that the worksite might have.

Your business (worksite) will be scheduled for a mandatory orientation before the youth participants are placed to work. During this orientation, a Worksite Handbook is provided which includes all the necessary information for a successful outcome. Each worksite will have a designated Youth Coordinator tasked with monitoring and mediating any challenges that may occur.

How can I apply to participate in the Work Experience Program as a Worksite?

Contact YouthWORKS at 510-412-2044/ 510-307-8050 or in person at 330 25th Street Richmond, CA 94804. Additionally, you can submit a WEX Worksite Request Form at https://youthworks.formstack.com/forms/2021_syep_employer_request_form