

Get the Help You Need at the

Summer Youth Job Fair



3:00-4:00 p.m. Wed., March 29

Austin High School



Two Ways to Participate!

1. Attend the Job Fair and personally meet with high school students to discuss the employment opportunities at your business. Table space will be provided. **Please arrive 30 minutes before the Job Fair to set up your booth.**
2. Complete Job Description form and have your employment opportunities included in a packet that will be distributed to all high school students attending the Job Fair.

Submit your summer employment opportunities by March 15, 2017 to
Mike Postma, Workforce Development, Inc., 1600 8th Ave NW, Austin, MN 55912.

Questions? Call Mike Postma, 433-0555 or Sandy Forstner, 437-4561

Workforce
DEVELOPMENT, INC.
The Workforce Development Board
of Southeast Minnesota

Co-hosted by

Austin Public Schools



Empowering all learners for life

The Chamber
AUSTIN AREA CHAMBER OF COMMERCE

"We're Better Together"

SUMMER YOUTH JOB FAIR

Open to all Austin area businesses and high school students. Event promoted in school to all senior high students.

There is no cost for employers to participate.

Submit your summer employment opportunities by March 15, 2017 to
Mike Postma, Workforce Development, Inc., 1600 8th Ave NW, Austin, MN 55912.
Scan and email to michaelpostma@workforcedevelopmentinc.org

SAMPLE LISTING

Name of Business: Mike's Lawn Care

Contact Person: Mike Smith

Business Address: 200 South Main

Phone Number: 507-555-1234

Email Address: mikes@lawncare.com

Industry: Landscaping

Job(s) Available: Lawn Mower/ Trimmer Assistant

Job(s) Description: Will help mow lawns, trim & edge commercial property, other general landscaping. Skills Required:

Must be able to lift up to 50 lbs, and stand for long periods of time.

Special Requirements: Driver's License Required

Pay Rate: \$10/ hr

Number of Hours/ week available: Flexible: At least 10 hours per week but up to 30 for the right applicant.

Days & hours (shifts) available: M-F 7a-2p with some Saturdays. Weather dependent.

Minimum Age required (14 or higher): 16 years

Is your business planning on attending the job fair (Y/N)? Yes

Your Information

Name of Business: _____

Contact Person(s) _____

Business Address: _____

Phone _____ Email Address: _____

Industry: _____

Job(s) Available: _____

Job(s) Description: _____

Skills Required: _____

Special Requirements: _____

Minimum Age required (14 or higher): _____

Pay Rate: _____ Number of Hours/ week available: _____

Days & hours (shifts) available: _____

Is your business planning on attending the job fair (Y/N)?: _____

Tables will be provided.

Please arrive 30 minutes before the event to set up your table.

