

GENERAL INFORMATION

The Federal Government has renewed the CAP and CAP YI program for the 2010–2011 year. The Ontario Library Association, Ontario's CAP YI Administrator, is anticipating approval of the funding for Ontario in the coming weeks/months and wants to ensure that applications are already being sought for immediate funding approval to capitalize on the timeline and the premium period in which youth can be hired.

The Call for CAP YI Applications is in no way an approval to proceed at this point. It is intended to be an expression of interest to ensure that funding levels meet demand. When the contract receives final approval additional information may be required before OLA can issue contracts to CAP Centres.

Please read the attached Call for CAP YI Applications memorandum and complete the application. If you are not sure of eligibility please mark unsure in the eligibility box on the application and OLA will check with Industry Canada's Ontario Regional Office for verification.

APPLICATIONS ARE BEING SUBMITTED ONLINE

<https://capstats.ocl.net>

Applications are being received up until July 30, 2010. If demand exceeds the supply of hours OLA will be convening an adjudication committee to consider the applications on merit and workplan. If supply exceeds demand the application process will stay open.

All information contained herein is subject to change. The <https://capstats.ocl.net> website is the primary source for all Ontario CAP YI information. Once published on this site it is considered disseminated.

TO: CAP Centre Administrators - Ontario
FROM: Jefferson Gilbert, CAP Youth Administrator
Jennifer Marriott, CAP Central Co-ordinator - Ontario
RE: Youth Program in Ontario CAP Communities
DATE: July 9, 2010

The Ontario Library Association has been notified by Industry Canada that a youth program for Ontario will proceed this Summer. All centres that were eligible for youth funding in 2010–2011 will be eligible again. These are sites that are considered to be supported through sustainability funding. The official word has not been received yet, so the information contained here is preliminary and subject to change. The <https://capstats.ocl.net> website is the primary source for all Ontario CAP YI information. Once published on this site it is considered disseminated.

The purpose of this package is to give some insight as to how OLA anticipates the initiative proceeding. OLA intends to use similar methodology as in the past to manage CAP YI, to make the implementation as smooth and as efficient as possible.

HIRING A YOUTH FOR YOUR COMMUNITY

OLA is requesting your commitment to hire in order to assess the demand for Youth Interns. In the event that more centres are interested than there are positions, we reserve the right to limit the number of hours each centre receives. We may be assembling an adjudication panel to consider the applications on a competitive basis if demand meets supply. Keep this in mind while completing your application.

The criteria for the hiring of Youth Interns is not written in stone. Each centre must have a large amount of autonomy in operating their program in order to meet their community's particular needs. The only essential criteria is that the Youth Worker must:

- be between the ages of 15 and 30,
- be eligible for employment in Canada,
- fit into one of the two categories:

SUMMER WORK EXPERIENCE Youth must be returning to school full-time in the autumn. They may continue in the CAP Centre on a part-time schedule;

CAREER FOCUS Youth must be a post-secondary graduate or have completed at least one post-secondary course; out of school.

- the position should be filled fairly and equitably and that the work they undertake is on behalf of the Community Access Program in an approved CAP Centre. When hiring please remember that these youth are looking for meaningful work experiences and, given the right direction, will be valuable assets to your community, your CAP Centre, and Canada as a whole.

Your centre will be reimbursed \$11 per hour, plus 16.75% benefits (subject to change) for an anticipated 210 or 420 hour work experience per position. The OLA contracts with an incorporated entity that is affiliated with the CAP sites only. No exceptions.

The wages and benefits outlined above are for one Youth to work between their start date and March 31, 2011. This allocation cannot be divided among multiple youth workers. The work term is designed to maintain the quality of the employment experience and to provide a sufficient number of work hours for each worker. OLA understands that there are certain CAP centres which are not

able to accommodate one youth for the specified period of time. In these cases, the OLA is authorized to offer a limited number of 210 hour positions. Please be thoughtful in considering your needs and whether it will be possible to use the full allocation. OLA can only approve up to the amount of their contract which means if centres do not use their full allocation that monies are returned to Industry Canada rather than spent in your communities. CAP Centres with outstanding forms and reports from previous years will not be approved for additional funding until ALL outstanding reports are received. In addition centres that did not use their full allocation, nor notify OLA in advance of the end of the program, in the past program period will be considered once other allocations are made.

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REGIONAL CO-ORDINATORS

The OLA will be hiring a number of Regional Co-ordinators to assist in the implementation and on-going program administration. Regional Co-ordinators are expected to have regular contact with CAP sites, their youth and administrators in a specific area. The Regional Co-ordinator territories will be aligned with Industry Canada “envelopes” and they will be working with the program until the end.

THIS YEARS’ PROGRAM PRIORITIES

Each year Industry Canada and the funding partners set key program priorities. We have received indication that the priorities will be similar to past years. As a reminder the priorities are:

- delivering Internet training sessions;
- researching and developing websites
- assisting community members to develop their own web pages
- promoting the awareness of accessibility
- assisting with network troubleshooting and maintaining hardware and software applications within the CAP Centre.

These priorities coupled with local needs are the basis of the Youth work.

CAP Administrators interested in hiring youth workers for their sites should complete the enclosed application and the additional pieces identified in the application and submit them to the Ontario Library Association them by July 30, 2010. Applications will be received after this point and approved on a funding available basis.

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OLA will endeavour to notify successful applicants within 72 hours of the contract approval.

We look forward to working with you throughout the youth employment program period. And I need to reiterate that this communicate is not an authorization to proceed, but the first step in getting the youth initiative underway.

REGIONAL CO-ORDINATORS

Do you have what it takes to be a CAP Regional Co-ordinator? Do you know somebody who is extremely organized, an excellent communicator and is reliable and dependable to work from home? If the answer is yes, then the CAP program needs to hear about these people.

The OLA is seeking application letters and resumes from Ontario youth who might be able to help OLA implement the program. Up to 10 positions may be available. These will be 500 hours and will pay \$17 per hour (subject to change and final approvals). Youth should meet the following criteria:

Regional Co-ordinators must:

- be between the ages of 15 and 30,
- be eligible for employment in Canada,
- fit into the following category:

CAREER FOCUS Youth must be a post-secondary graduate or have completed at least one post-secondary course; out of school.

A job description can be downloaded from <https://capstats.ocl.net>

Apply before July 16, 2010 for consideration:

CAP Youth Employment Administration
by email: capyouth@accessola.com

Jennifer Marriott
CAP Youth Initiative, Ontario Central Co-ordinator
Ontario Library Association
capyouth@accessola.com
<https://capstats.ocl.net>