

Q: Where is the Threshold located?

A: 600 Rolfs Avenue, West Bend WI

Q: What are the dates I will be working?

A: June 10 – August 23, 2019

Q: What is my weekly work schedule?

A: Monday – Friday: 8:00 am – 3:00 pm. A total of 7 hours per day with a working lunch



Q: Will I be able to schedule/request time off (i.e. family vacation plans)?

A: Our staffing needs are such that it is essential all staff to commit to the full 11 weeks of the program.

- Your absence may result in a participant not being able to participate due to insufficient staffing.
- If you are unable to commit to the full 11 weeks due to the need to miss program days, this may not be the summer employment opportunity for you.

Q: What is the rate of pay?

A: \$12.50 per hour

Q: Why do I need access to a vehicle?

A: You will be responsible for picking up/dropping off participants to and from their homes and taking them to various community activities. Mileage reimbursement rate: \$.50 per mile.

Q: What is a typical day's schedule?

A: You will start your day by picking up participants from their homes and then reporting to 600 Rolfs Avenue. The day will be spent engaging the participants in a variety of activities (i.e. local or traveling). At the conclusion of the day, you will return to 600 Rolfs Avenue and then return the participants to their homes. During the day, you will utilize the agency's 15 passenger vans which are automatic.



Q: What type of activities are planned?

A: Examples may include visits to YMCA and library, tour of businesses, expending energy at local parks, fishing, bowling, festivals, music and other local events.

Q: Am I responsible for planning activities?

A: Staff need to plan and finalize details of activities that could not be scheduled in advance. Staff need to create/coordinate activities for unplanned time (i.e. mornings at the park, inclement weather, etc.).

Q: What are my responsibilities?

A: Supervision of assigned participant(s). You will assist youth in building friendships, social connections with their peers, improve communication and safety skills. Provide encouragement and motivation to engage in all the offered activities. Have fun alongside them. Be a good role model. Documentation responsibilities may include case notes, youth and staff timecards, mileage form etc.

Q: What are the ages of the people with whom we will be working?

A: Between nine and twenty.



Q: Am I assigned a specific group with whom to work?

A: Staff may work 1:1 with a designated young person or work with a small group depending upon the level of support needed. Staff who provide 1:1 supports will encourage the young person to join other participants in the program.



Q: What happens on inclement weather days?

A: We utilize the indoor spaces such as the YMCA, the library, local stores, other places, our home base is at a local church.

Q: Will I be responsible for medications?

A: Yes. You will provide the reminder for and observation of participant to taking their medication.

Q: Are all the participants self-sufficient (i.e. bathroom, eating, etc.)?

A: No. Some youth may need reminders to use the bathroom, some may need closer supervision and others may need support from staff to cleanse properly after using the bathroom.

Q: May I request a day off, if needed.

A: Our goal is to offer the youth consistency within the program. Therefore, we need you to be available to work every day of the program. We do make every effort to accommodate requests for single days off. **Exception:** If a participant will not be attending services on a specific day/week, you may be available to take the day off at last minute.



Q: Are we guaranteed 35 hours per week?

A: We make every effort to offer 35 hours per week on a consistent basis. Staff hours may be impacted if a staff with a 1:1 ratio does not work out or the participant census drops for the day/week/program. In the past, we have offered staff the opportunity to work in another Threshold program if the census deems a reduction of staff or we may ask staff for a volunteer to take the day off.



Q: What type of training will I receive?

A: There are two-days spent in training (June 6 and 7). You will receive information about the participant (i.e. what has worked in the past, ways to approach the participant, how to engage them, etc.) You will be taught how to drive our vans, learn to properly and safely secure youth utilizing wheelchairs, and nonviolent crisis intervention techniques.

Learn more about The Threshold:

- Website: www.thresholdinc.org
- Facebook: <https://www.facebook.com/ThresholdIncorporated>