

# Northwest Youth & Family Services

## Senior Chore Program

### General Information

1. **Orientation**

After NYFS receives your application, parent permission form and a \$5.00 registration fee, you will receive a letter informing you of the time and place of an orientation meeting. All orientation meetings are held at Northwest Youth & Family Services, 3490 Lexington Ave. N, Shoreview, MN. This meeting is mandatory before you start work, and must be attended with a parent or guardian. Please call Debbie at 651-379-3451 to register for orientation.

2. **How to Get Jobs**

- After the orientation, your name, age and phone number will be available to local seniors (60 years or older) who request help with household chores and yard work.
- Referrals are made according to where you live and the types of job requested.
- You will then be contacted by the senior about the job they want done.
- You can then decide whether or not to accept their job offer.
- If you decide to accept their job offer, you and your parent/guardian must visit with the senior prior to the job.
- If you are unable to do the job at the arranged time you are responsible for contacting the senior to arrange a different time and date.

3. **Job Availability**

Jobs fluctuate depending on the time of year and how many requests we receive. We can't guarantee a certain number of jobs, but if you are patient you will eventually have many calls asking for your help. We give out your name for one full year. If you get too busy let us know and we can stop sending referrals.

4. **Time Cards**

- You are required to fill out a time sheet for each job you complete and have the senior or resident sign it.
- You are required to send in your completed time sheet to NYFS every 2 weeks so we can keep track of the hours you work.
- It is very important we receive these time sheets because we get funds to run this program based on how many hours are worked.
- If we don't get a copy of your time sheet, you could be dismissed from the program.

5. **\$\$ Money \$\$**

You will be paid an hourly rate that is determined by your age. Payment for the work is made directly to you by the senior. Very low income seniors may receive help through our subsidy program. In this case, the senior will pay you half and NYFS will pay you the remaining half, when your time sheets are received.

6. **Insurance**

Remember, you are an independent contractor, not an employee of Northwest Youth & Family Services therefore no bonding or insurance coverage of any kind is provided. We are only a referral program.

**WORK HARD AND HAVE FUN!!**



# SENIOR CHORE YOUTH ORIENTATION

## **Forms to be completed:**

1. Applications
2. Parents Consent Form
3. \$5.00 Registration Fee

## **About the Program**

Registered Seniors will call NYFS whenever they need help with chores, such as yard work, housecleaning, etc. NYFS will give them names and numbers of youth in their area who can do the specified job. Seniors are people 60 and over.

- When a senior calls you, you can decide whether or not you want to accept the job.
- If they leave a message, please call them back.
- If you don't understand the message, call Debbie and she will give you further information.
- If you do accept the job, set up a time for you and parent to meet with senior prior to job.
- If you can't take the job, please tell them, BUT, to please keep your number for future jobs.
  - You don't need to give them a reason for not accepting a job
  - If you accept a job and are unable to make it for any reason, please have the courtesy to call them and let them know you are unable to work
  - Please be on time, dressed appropriately and ready to work
  - Be respectful
  - Talk clearly, some are hard of hearing

## **Good Touch/Bad Touch**

Seniors may be more affectionate than what you are used to. They may pat you on the back or touch your arm. There are good touches and bad touches. If you ever feel uncomfortable with anything please let someone know, such as Debbie, your parents or another adult.

# Northwest Youth & Family Services Senior Chore Program

Would you like a chance to EARN MONEY?

Lawn care ~ Gardening ~ Shoveling ~ Housecleaning

Students needed ages 12 and up  
from the Roseville, Mounds View and  
St. Anthony/New Brighton Schools.

## You Can Earn . . .

|              |                  |
|--------------|------------------|
| Ages 12 – 13 | \$5.00 per hour  |
| Ages 14 – 15 | \$6.00 per hour  |
| Ages 16 – 17 | \$7.00 per hour  |
| Ages 18 +    | \$10.00 per hour |

## **For more information contact:**

Northwest Youth & Family Services  
Debbie Petersen  
3490 Lexington Avenue N.  
Shoreview, MN 55126  
651-379-3451

# Northwest Youth & Family Services Senior Chore Application

SS # \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Birthdate \_\_\_\_\_

\_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_

Are you available to work during the day? Yes \_\_\_\_\_ No \_\_\_\_\_ Sometimes \_\_\_\_\_

Are you available to work weekends? Yes \_\_\_\_\_ No \_\_\_\_\_ Sometimes \_\_\_\_\_

### **Where are you available to work:**

Arden Hills \_\_\_\_\_ Little Canada \_\_\_\_\_ New Brighton \_\_\_\_\_ Roseville \_\_\_\_\_

Falcon Hts \_\_\_\_\_ Mounds View \_\_\_\_\_ North Oaks \_\_\_\_\_ Shoreview \_\_\_\_\_

Vadnais Hts \_\_\_\_\_ St. Anthony \_\_\_\_\_

Emergency Contact \_\_\_\_\_ # \_\_\_\_\_  
(Name & Relationship) (Home & Cell)

Place an 'X' by the type of job(s) you would like to do:

\_\_\_\_\_ A. Seasonal outdoor work:

Clean and change storm windows, clean gutters

\_\_\_\_\_ B. Heavy indoor work:

Wash walls, clean basements, help pack and rearrange

\_\_\_\_\_ C. Minor home repair/modification

Painting, repair leaky faucets, windows, screen cleaning

\_\_\_\_\_ D. Seasonal

Mow lawns, trim weeds, remove snow

\_\_\_\_\_ E. Indoor work:

Vacuum, clean floors, kitchen, bathroom, laundry

Please list any special training or certification you have: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list any work and/or volunteer experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_