



Important YJ01 Dates*

October 2, 2017 – Right Track School Year starts!

December 26, 2017 – January 12, 2018 – [Worksite Provider online application](#) for summer positions.

January 31, 2018 – Providers notified if selected as a summer 2018 worksite.

February 1 – March 4, 2018 – Online [Youth Application](#) for Summer Jobs.

February 7, 2018 – Last day to submit payroll paperwork/fill open school year positions.

February 13, 2018 - Mandatory Supervisor Meeting (info on our hiring process, career exploration day etc).
10am – noon at El Rio Vista.

February 26, 2018 – Make – Up Supervisor Meeting (for those who missed the meeting on the 13th). 10am – noon at El Rio Vista.

March 6, 2018 – Youth receive link to sign up for the Youth Training.

March 19-22, 31, April 2, 2018 – Youth Trainings (75 min sessions)

- [March 19 @ Sun Ray Library](#) - 3:30pm, 5pm, 6:30pm
- [March 20 @ Arlington Hills](#) - 3pm, 4:30pm, 6pm
- [March 21 @ El Rio Vista](#) - 3pm, 4:30pm, 6pm
- [March 22 @ Rondo Library](#) - 3pm, 4:30pm, 6pm
- [March 31 @ Arlington Hills](#) - 11am, 12:30pm, 2pm
- [April 2 @ Central Library](#) - 1:30pm, 3pm, 4:30pm

Mid-March – April 1, 2018 – Job descriptions updated on employer portal.

April 12, 2018 – Career Exploration Day (CED) - only youth who attended training are invited. 2:30 – 6pm at Oxford Community Center.

April 13 – 24, 2018 - Supervisors interview youth who weren't matched at the Career Exploration Day, or who didn't attend the youth training but still applied and are eligible for YJ01 Right Track jobs.

April 25, 2018 – Match Day (for youth not matched at the Career Exploration Day and youth who didn't attend a youth training). 2:30pm – 6pm at MLK Recreation Center. Any youth not matched here will not have a Right Track job for the summer.

May 9, 2018 – End of School Year Program Evaluations and Performance Reviews due.

May 11, 2018 – Last day of work for Right Track School Year workers.

May 8, 10, 16, 19 2018 Paperwork Drop Off Sessions

- May 8 @ Arlington Hills Community Center - 2:30pm – 5:45pm
- May 10 @ North Dale - 2:30pm – 5:45pm
- May 16 @ El Rio Vista - 2:30pm – 5:45pm
- May 19 @ Oxford Community Center - Noon – 2:45pm

May 31, 2018 – Mandatory Supervisor Training (timecards, safety, focus cards, child labor laws, best practices in youth development). 10am – 12pm at El Rio Vista.

June 11 – 17, 2018 – Site specific orientations/trainings led by worksites/providers. Up to 3 hours paid.

June 14, 2018 – Summer Youth Institute Training – at El Rio Vista/Wellstone Center. Time TBD.

June 18, 2018 – First Day of Right Track!

August 10, 2018 – Last day to turn in performance review from supervisors and YJ01 worker feedback form.

August 17, 2018 – Last Day of Right Track!

Right Track Contacts:

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<p><u>Right Track Office</u> 25 West 4th Street, Suite 400 Saint Paul, MN 55102 651-266-6363 (main phone) RightTrack@ci.stpaul.mn.us http://righttrack.stpaul.gov</p>	<p><u>Parks Security (and first report of injury)</u> Randy Graff 651-772-6181 (phone) 651-319-2595 (cell) 651-772-3628 (fax) randy.graff@ci.stpaul.mn.us</p>

* This is a living document and will be updated regularly. This document was last updated 03.05.2018