



# Trans Canada Trail

## National Trail Youth Employment Program – Guidance for Applicants

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*MISSION: As the longest trail network in the world, the Trans Canada Trail connects Canadians and visitors to nature and to one another, from coast to coast to coast, through accessible and inclusive outdoor activities. Through collaboration and partnerships, we build, maintain and steward Canada's national trail, a unique system of connected urban and rural trails.*

This document outlines step-by-step instructions for accessing the youth employment subsidy being offered by Trans Canada Trail (TCT). This program is being run by TCT, but the administrative process for applying for the subsidy is being provided by Project Learning Tree Canada (PLT).

### PROGRAM ELIGIBILITY REQUIREMENTS AND FUNDING PRIORITIES

#### Employment Position

- Employment positions can range between 2 to 20 weeks in length.
- Employment term must take place between April 1, 2022 and March 31, 2023 (inclusive, and available retroactively).
- The job must be connected to trail use or the maintenance, development, and improvement within the trail sector.

#### Job Seeker

- Aged 15-30 (inclusive) as of the first day of work.
- Canadian citizens, permanent residents, or persons who have been granted refugee status in Canada.
- Legally entitled to work according to relevant provincial/territorial legislation and regulations.
- We encourage all employers to support youth that may be facing barriers. This may include:
  - Indigenous youth
  - Visible minority youth and young black Canadians
  - Youth living in rural or remote regions
  - Official language minority communities and populations
  - Immigrant youth
  - Youth who have not completed high school
  - LGBTQ2S

## Funding Priorities

Priority will be given to employers who hire youth who are facing barriers to employment. Priority will also be given to employers whose jobs are associated, either in part or in their entirety, to the Trans Canada Trail. Finally, please note that there is limited funding available for this program, therefore, subsidies will be granted according to the aforementioned priorities and chronologically based on the date of the application.

## APPLICATION INSTRUCTIONS FOR EMPLOYERS

Initial funding application for Youth Employment Subsidy:

1. Register and create an account for your organization <https://pltcanada.org/en/trans-canada-trail-employer-portal/>
2. Allow 24 hours (excluding weekends) for organization profile to be verified and approved
3. Once approved, you will receive a confirmation email and you can then log in to your account and click "Create a New Job + Apply for Funding".
4. Complete your job(s) information and submit. Allow 24 - 48 hours (excluding weekends) for your job(s) to be approved for funding.

Uploading and publishing your position:

1. Log into your account and click "Job Postings" on the left side menu to review the status of your funding application(s). Your submitted jobs will be listed under the "Pending" tab. Once your position(s) have been approved, review your contract by clicking "View Contract".
2. Review the funding contract and click "Accept Contract" if you accept
3. Click either "Publish Public" or "Publish Private":
  - a. **Publish Public** (Recommended if you have not yet found a youth for your job): This posts your job position to PLT's public-facing job board where youth may apply to your job with their Job Seeker account on the PLT Canada website.
  - b. **Publish Private** (Recommended if you have already hired a youth for your position or are using your own job board to post the position).
4. In order for a job to be filled, the youth must register as a Job Seeker: <https://pltcanada.org/en/trans-canada-trail-job-seeker-portal/>

## APPLICATION INSTRUCTIONS FOR JOB SEEKERS

1. Register and create an account as a Job Seeker <https://pltcanada.org/en/trans-canada-trail-job-seeker-portal/>
2. Complete your profile by filling out the sections in Account Details, Find a Job, and Job Matching
3. Upload your resume
4. Get the job posting link from your employer
5. Select the resume you want to apply with and follow the steps for submitting a job application
6. Your employer may ask for your 4 or 5-digit ID number. This number is found underneath your name when you login to your account

## **HIRING INSTRUCTIONS FOR EMPLOYERS** (after the job seeker you'd like to hire has registered):

Filling positions through your employer account:

1. Go to the "Open" Tab and click on the "Fill Job" drop-down menu.
2. Enter the 4 or 5 - digit unique Job Seeker ID number of the job seeker you've selected, or type their name into the search function and select the youth from the results.

In order for your funding to be secured, employers must:

1. Verify that position(s) are listed as "Filled" on the Job Postings page on your Employer Account, and;
2. ensure that each Employee completes their job seeker registration, provides all required information, and registers as the selected employee for the Job at <https://pltcanada.org/en/trans-canada-trail-job-seeker-portal/> , within fifteen (15) days of said Employee starting work.

## **POST WORK TERM WAGE CLAIM INSTRUCTIONS FOR EMPLOYERS**

Within 15 days of employee's work placement being completed:

1. Log in to your employer account and click "Job Postings" on the left side menu. Head to the "Filled" tab and click on the "Reporting" drop-down menu.
2. Submit the post-work reporting information online which includes:
  - a. The first and last paystub for each employee. Pay stubs must include a breakdown of vacation pay and MERCS (Mandatory Employment Related Costs). If you accessed the Canadian Emergency Wage Subsidy or any other Covid-related funding to support the position you will be prompted to enter a dollar amount or percentage.
  - b. The hourly wage, number of weeks worked, and hours worked per week for each employee
3. Upload a Direct Deposit Form to your account online

NOTE: The values you provide in step 2 will be multiplied together to produce an eligible cost total. An invoice will be generated online for PLT Canada to reimburse you. PLT Canada will reimburse you with 50% of your total eligible costs (up to a maximum of \$6,000 per employee).

