



Guide to “Selecting a Work Experience site from an approved CareerSource Pinellas site”

Step 1: Find a computer with internet access and:

- Go the CareerSource Pinellas website at www.careersourcepinellas.com and
- Click the orange button for **SNAP Voluntary Program** until you arrive at this screen.
- Review the Presentation, **SNAP Voluntary Program Activities** to obtain all needed information to assist you in your selection.

Step 2: Now you are ready to review available work experience sites established through CareerSource Pinellas in our community.

- Click on link for the **CareerSource Pinellas Community Service Sites** on the SNAP Voluntary Program page.
- Review the list for a volunteer site appealing to you. Be sure to:
 - Double check the status of the volunteer site under the last column labeled, Status, to ensure that the site is OPEN and not filled.
 - We recommend selecting a couple of choices just in case spaces fill up quickly.
 - What should you include when choosing your site?
 - 1) Find a convenient location close to your home or to a bus route.
 - 2) Find job skill that you would like to do.
 - 3) Find an agency where you have a passion to volunteer your time.
- Print the required paperwork needed to register with your selected volunteer site.
 - **SNAP Work Experience (volunteer) Training Outline**
 - **SNAP Work Experience (volunteer) Time Sheet**

Step 3: Visit your selected volunteer site(s) to register with them.

- Introduce yourself to your volunteer site supervisor if possible.
- You need to obtain your work schedule based on the number of hours that you need to do.
 - For example a single person receiving \$200 in stamps, you will typically do 13 hours at your volunteer worksite by the 15th of the month and another 13 hours by the 30th of the month.
- Have your forms completed by the volunteer site:
 - Ask the worksite to complete the SNAP Work Experience Training Outline for the job that you will be doing and for scheduled hours. Please make sure the site signs your training outline.
 - Ask the site how you should handle turning in your time sheet to track your hours for each 2-week period.

Step 4: Turn in your completed paperwork to CareerSource Pinellas by your documentation due date given to you when you completed the State’s On-Line Orientation, Assessment and Select an Activity process.

- **SNAP Work Experience (volunteer) Training Outline**
- **SNAP Work Experience (volunteer) Time Sheet**
- **Job Search Report forms** if necessary.

Step 5: Continue your monthly SNAP activities and turn in documentation by 15th and 30th each month.