



Norwich Youth and Family Services Hire-a-Teen Job Bank

Guidelines for Employers

The Hire-A-Teen program is an employment referral service for youth 13 - 19 years of age. It is designed to help youth acquire job skills, work experience and a small income.

HOW DOES HIRE-A-TEEN WORK?

Employment requests consist mainly of temporary jobs at the homes of Norwich residents. When a job becomes available, applicants' names are chosen according to their job interests and location. Three to four names of possible workers are given to the employer. The employer then contacts the teen directly.

Some examples of Hire-A-Teen jobs are:

Childcare, Window Washing, Snow Removal, Yard Work, Pet Care, Typing, Shopping, Stocking Shelves, Housecleaning, Gardening, Tutoring

Payment for the job is decided upon between the **employer** and **teen**. Some employers will pay by the job, some by the hour. Work arrangements should be made prior to the workday, with all materials provided by the employer /homeowner.

HOW TO EMPLOY A HIRE-A-TEEN YOUTH?

Homeowners/employers must fill out an employer's application in advance of the projected workday. Please call Norwich Youth and Family Services at 860-823-3782 or find this application on our **website** at www.norwichct.org. You may get several names to choose from. Remember that you are not hiring a professional. Do not ask the teen to perform jobs that requires professional expertise, or is beyond their ability. Please be patient and be prepared to supervise.

This is a vital community program that helps our teens make constructive use of free time, as well as becoming responsible, community-minded citizens.

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