



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

Guidelines for Youth Workers and their Parents

The Hire-a-Teen program is an employment referral service for middle and high school students between the ages of 12-18 years old. 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 and part-time jobs, at the homes and businesses 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 student directly. Students must be sure to notify their parents of this and stress the importance of receiving any messages left by the employers.

HOW TO JOIN HIRE-A-TEEN!

Please call Norwich Youth and Family Services at 860-823-3782 or go to our **website** at www.norwichct.org to secure an application. Parental permission is required for younger participants. We encourage participation of parents at all stages of the process. Each participant will be required to attend one quarterly group orientation. Then:

- Read the instruction sheet carefully
- Fill out an application. Be sure to obtain a parent/guardian signature.
- Call Norwich Youth and Family Services at 823-3782 to set up an interview. Be prepared to discuss your application, interests, skills, and past experience during the interview.

CONDITIONS OF THE JOB

Wages, hours, and job details must be decide upon **BEFORE** the job begins and with the employer.

JOB BANK REPORTS

We encourage employers and youth workers to call us with job bank reports, both positive and negative. Everyone's reports are taken seriously and will be used to continually revise and improve our services. Please contact Norwich Youth and Family Services if you no longer want to participate in the program.

Norwich Youth and Family Services
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