

JOB TIPS FOR BOSTON TEENS

There are many things to keep in mind as you look for a job. In addition to money, a job or an internship can provide you with new skills and a chance to investigate careers you might be interested in pursuing. We have included advice for job seekers of all ages and resources to help you in your search. If you don't have access to the internet at home, visit your local Boston Public Library or a Community Center with internet access.

Ages 13 & Up

Volunteer

A volunteer position allows you to make a positive contribution to your community, gain valuable work experience, explore a field you know nothing about, gain leadership experience and make connections that might lead to paid positions. You can volunteer at a local youth center or with an organization that works for a cause you care about.

Find volunteer opportunities: www.VolunteerSolutions.org, www.BostonCares.org

Take advantage of programs that can teach you new skills

Many art, music, athletic and peer leadership programs are free or have scholarships available, some even offer stipends.

BPS Summer Stuff Newspaper: www.BostonPublicSchools.org/summer

Sign up for the Boston Youth Zone E-Newsletter: www.BostonYouthZone.com/contact

Work for neighbors

Babysit or offer to do yard work, shoveling or chores.

Babysitting Tips: www.bostonyouthzone.com/myc

Tell everyone you know that you want a job

Parents, neighbors, friends and youthworkers and teachers may know about job opportunities.

Create a resume

A resume is an easy and organized way to present yourself to an employer. It tells the employer how to contact you, what prior jobs you've had, what special skills you have, volunteer and work experiences you've had and about your education.

MYC Teen Resume Guide: [Step-by-step instructions and sample resumes, www.BostonYouthZone.com/myc](http://www.BostonYouthZone.com/myc)

Ages 14 & Up

Note limitations on hours and places you can work

Mass Youth Employment Laws: www.dy-regional.k12.ma.us/dyrsd/pdf/Youth_Employment_Laws.pdf

Apply at local grocery stores

Speak to the manager to inquire about openings.

Look for a summer job in the winter or early spring

ABCD Summerworks Program: You may be income eligible for a position at one of many ABCD work sites. 617-348-6546, www.bostonabcd.org/programs/youth-development/summer-works/

Talk to your PIC counselor

If you go to a Boston Public School, you can see your career specialist for help with resume writing and interviewing, job placement and job shadowing.

Private Industry Council: 617-423-3755, www.BostonPIC.org

Getting Employment Permits

When you find a job you will need to fill out the necessary paperwork. Download the form regarding worksite, school and physician information. Plan ahead if your job requires a health physical, schedule a check up and bring any forms to be signed.

www.mass.gov/Elwd/docs/dos/youth_employment/youth_application.pdf

Check with your BPS Guidance Counselor or BPS Office of Special Ed and Related Services: 617-635-8030,

Ages 15-17

Register for the HOPELINE (See other side)

Explore expanded retail and restaurant opportunities

Check out Summer camps that may be hiring counselors.

Take a CPR or Lifesavers Course Positions working with young children or in camps frequently require CPR or Lifesaver Certification. www.bostonredcross.org

Work for the Department of Conservation and Recreation: www.mass.gov/dcr/employment.htm

Try to find work that gives you experience related to your career goals

Boston Bar Association, INROADS, BNN Youth Media Project, GLRZ Radio, EcoTeens & Boston Area Health Education Center



Thomas M. Menino
Mayor of Boston

Register for the HOPELINE 2011

To get a summer job through the Boston Youth Fund, you must be eligible to register and get a tracking number in the winter. If you have a specific interest, call BYF to inquire about specific types of sites or see web list of "CBO" sites.

You MUST sign up with the HOPELINE during the registration period to be eligible for a Boston Youth Fund Summer Job. To be eligible you must be a resident of the city of Boston and must turn 15 on or before July 4, 2011 and cannot turn 18 on or before Aug 12, 2011. When you register by phone or online, you will be asked to give your name, address, phone number, date of birth, and social security number. If you are chosen, you will be notified by mail. If you want to work at a specific site, apply directly to the site and provide your tracking number given to you by the HOPELINE.

How to Register: Call 617-635-HOPE (4673) during the following times

TUESDAY	02/22/11	10:00AM - 2:00PM
WEDNESDAY	02/23/11	10:00AM - 2:00PM
THURSDAY	02/24/11	10:00AM - 2:00PM
FRIDAY	02/25/11	10:00AM - 2:00PM

Or register online at www.BostonYouthZone.com by clicking on the Youth Fund Summer Jobs link during registration times. The website will be open for 24 hours a day - from 10am February 1st until 11:59pm on March 4th.

Flyers are available online in many languages

Please call the Boston Youth Fund if you have any questions: 617-635-4202, www.bostonyouthzone.com

Note: Registration does NOT guarantee you a summer job.

Call Temporary/Placement agencies**Visit a one-stop career center**

Numerous employment assistance programs for jobseekers including career counseling, job skills coaching, networking groups and job searching strategies.

Boston Career Link: 617-536-1888, www.bostoncareerlink.org

ABCD JobNet: 617-338-0809, www.jobnetboston.org

The Work Place: 617-737-0093, www.theworkplace.org

Call past employers

They may have positions available or refer you to other jobs.

Check out work-study, co-op and internship programs**Search employment web sites and want ads**

www.Monster.com, www.HotJobs.com, www.Idealist.org

In the interview ...

- Be courteous and polite to everyone you meet
- Dress neatly and appropriately.
- Make sure your availability matches the job requirements. Be prepared to tell them what hours and days you are available to work. Be upfront about your schedule.
- Bring a copy of your resume
- Bring a fact sheet for yourself to make it easier to complete an application. Include: your education, experience, social security number, and references contact information.
- Make sure that anyone you list as a reference knows ahead of time that you are giving their name.
- GO ALONE! Don't bring friends or family to an interview with you. Be on time or a little early.
- Ask the interviewer questions about exact job requirements, hours and wage.

When you get the job ...

- Be on time and call if you will be late or sick
- Be polite and courteous at all times
- Ask your supervisor for help if you have questions

HAVE QUESTIONS OR NEED MORE INFORMATION?

Call the Mayor's Youthline at 617-635-2240 or 617-635-KIDS

View this information online and find other Teen Guides and Tips on the Mayor's Youth Council website:

www.BostonYouthZone.com/mvc