



Waterford Youth Services Bureau

Dial-A-Teen Job Bank

Guidelines for Student Workers and their Parents

The Dial-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 an income.

How does Dial-A-Teen Work?

Employment requests consist primarily of temporary and part-time jobs at the homes and businesses of Waterford residents. When a job becomes available, applicants' names are chosen according to their job interests and location. Three to four names of possible student 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 Dial-A-Teen?

1. Fill out Dial-A-Teen application form. Be sure to obtain a parent/guardian signature.
2. Read information sheet(s) carefully.
3. Call WYSB 444-5848 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, student and the employer must decide upon transportation and any equipment needed BEFORE the job begins.

Job Bank Reports:



We encourage employers and student works 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 Dial-A-Teen services. Please contact Waterford Youth Services Bureau if you no longer wish to participate in the program.

WATERFORD YOUTH SERVICE BUREAU DIAL-A-TEEN

PLEASE READ

RESPONSIBILITIES OF THE YOUTH

- Be punctual and stay at the worksite for the allotted time.
- Call the employer if unable to keep an appointment.
- Keep a record of work time and pay.
- Be clear on job responsibilities.
- Discuss wages.
- Call Waterford Youth Services Bureau if there are any questions, problems or complaints.

RESPONSIBILITIES OF THE EMPLOYERS

- Interview youth and check references if necessary.
- Call youth if unable to keep an appointment.
- All valuables should be kept in a secure place.
- Compensation should be agreed upon before the service is rendered.
- The exact amount of payment should be given to the youth.
- Enough information must be given/received to enable employer/employee to contact each other if plans change. Waterford Youth Services Bureau is not responsible for this.
- Call Waterford Youth Services Bureau if there are any questions, problems or complaints.

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RESPONSIBILITIES OF WATERFORD YOUTH SERVICES BUREAU

- Inform employers of youth who have expressed an interest in part time work.
- Inform youth of part time jobs where they have expressed interest.
- Waterford Youth Services Bureau is not responsible for providing transportation or delivering services for any youth unable to keep an appointment.
- Waterford Youth Services Bureau does not interview employers.
- Waterford Youth Services Bureau does not check references for the purpose of employer information.

It is the responsibility of the employer and youth to decide whether or not they will enter into an employer-employee relationship. An interview between the youth and employer should be scheduled to allow both parties the opportunity to explore the prospective position and its responsibilities. We suggest that the youth go with a parent to the original interview.