

2015 Teen Employment Program

Program Intent & Requirements

The NSA South Potomac Fleet & Family Readiness Department has received a grant to employ teens in various Fleet & Family Readiness programs. This exciting program offers teens who are ages 15 – 17 the opportunity to gain valuable job skills while working within various Fleet & Family Readiness Programs.



All potential teen employees must meet the following requirements to participate in the program:

- Be 15 & 17 years of age. Teens must be 15 by **June 1, 2015** and must not turn 18 until after **August 30, 2015**.
- **Only teens of active duty military, retired military and DoD Civilians are eligible for the 2015 Teen Employment Program.** Teens must be able to provide proof of eligibility upon request. Teens of active duty military will have 1st priority for being granted an interview. Interview priority information is listed on page 3 of this document.
- Teens must be able to obtain a work permit from their school. This is only required for the teens who will work at NSF Indian Head.
- Be able to attend **ALL mandatory** trainings, interview, and in-doc dates.
- Have reliable transportation to and from work.

Positions Available:

NSA South Potomac has a total of **30 positions** available. Positions are available in a variety of programs. These positions may include, but are not limited to the following Fleet and Family Readiness Facilities:

- Fitness Center
- Library
- Child Development Center
- Youth Center
- MWR Maintenance
- Fleet and Family Service Center
- MWR Business Office
- Family Housing

The program will make every effort to place teens in positions that match their interests and skill level. We want this to be a rewarding experience, as in some cases this might be a teen’s first job.

Parents Information Bridge Call

Parents will be offered the opportunity to participate in 2 conference calls. These calls will allow parents the chance to gain detailed information about the program and ask questions about the teen employment process.

Parent conference calls dates & times are as follows:

March 17th	1:00 p.m.
March 18th	1:00 p.m.

Please email sarah.hagensick@navy.mil if you are interested in registering for the webinar. These webinars should last approximately 35 minutes.

Employment Process



Job Readiness: Each potential teen employee must complete the Career Launch Program. This program assists participants in gaining career preparation skills. Topics discussed will be goal setting, career exploration, interviewing techniques, and tips on filling out that all important job application.

This program will be offered at both NSF Indian Head and NSF Dahlgren on the following dates and times:

NSF Indian Head		
Date	Time	Location
March 25, 2015	4:30 – 6:30 p.m.	MWR Conference Room, Bldg D-328

NSF Dahlgren		
Date	Time	Location
March 26, 2015	4:30 – 6:30 p.m.	Community House, Bldg 243

All interested applicants **must attend** this program at either installation. Interested teens must sign up to attend this mandatory session by **emailing** the point of contact below:

Sarah Hagensick sarah.hagensick@navy.mil

All registrants will then receive a CYP registration packet. This completed packet must be brought with the teen to the Career Launch program.

Application Deadline: Interested teens who complete the Career Launch Program must submit an application and resume to either the NSF Dahlgren Youth Activities Center or the NSF Indian Head Youth Center by **Friday, April 10, 2015 at 6:00 p.m.**

Video and Photo Release: Applicants must have their parents or guardians sign a release giving consent for the use of video and photo footage taken during the program.

Interviews: Once applications have been received, interviews will be scheduled. The dates for the interviews are **April 23, 2015** at NSF Indian Head and **April 24, 2015** at NSF Dahlgren. Detailed information on the times will be forwarded to the teens the date of the Career Launch session. Teens will only be permitted to apply for **two (2)** positions. Teens will be interviewed by various MWR program managers.

Employment Selections

Employee selections will be made once interviews have been conducted. Teens who accept their offered positions will have to attend mandatory employee indoctrination. Selected teens will need to pick up their in-doc packet at the **NSF Indian Head Youth Center or the NSF Dahlgren Youth Activities Center.** This in-doc packet will contain detailed instructions on completing these forms and lists that type of identification that is needed to be employed. Selected teens will be notified of their in-doc date.

In Doc: Teens must be available to attend this **mandatory scheduled in-doc.** Dates for in-doc are **May 5, 2015** at NSF Indian Head and **May 6, 2015** for NSF Dahlgren. At this meeting, teens will also receive their start date, pay dates and participate in an employee orientation. **Again, this is mandatory.**

Work Schedule: Teens will not start working until the end of the Charles County and King George County current school year. Teens will receive a written work schedule every two weeks. Teens will be scheduled Monday – Friday for a

maximum of 25 hours a week. Their work day will not start before 8:00 a.m. and will end no later than 5:00 p.m.

Goals & Objectives: As part of the program, Fleet & Family Readiness program managers will work with participants to develop goals and objectives for their experience. Goals will reflect the expected outcomes for both management and the teen employee. These goals and objectives will be clear and obtainable.

Special Project: Each teen employee will have a specific project requirement to successfully complete during their summer employment with Fleet & Family Readiness. Project assignments will be a collaborative effort between the teen employees and Fleet & Family Readiness program managers.

Money Matters: During the summer teen employees will be participating in the Boys & Girls Club program Money Matters. This program promotes financial responsibility and independence by building basic money management skills. This program will be scheduled during their scheduled work hours.

Performance Appraisals: Performance reviews will be conducted during the mid-point of the program and at the conclusion. Both reviews will be related to the goals and objectives that were established.

For more information concerning this program please contact:

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Youth Activities Director
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