

# Woodbridge Youth Services

## Job Bank

**Purpose:** An employment referral service offered to Woodbridge residents, 12 to 16 years of age who attend middle or high school. The program encourages young people to develop a sense of responsibility while providing needed services to residents of Woodbridge.

**Benefits:** Job Bank members gain practical experience by applying for a job, being interviewed, and having an actual paid work experience. Each member has his/her own file. This file may be used to write a recommendation for future employment.

**Type of Jobs:** The Job Bank provides a variety of work opportunities. Such jobs include babysitting, gardening and yard work, shoveling snow, animal care, helping out with a party, washing windows, working with computers, and many more.

**How a Job Bank Operates:** When the Job Bank gets a call from an employer requesting a service, a registered student is contacted and given the opportunity to respond to that request. The student takes on the responsibility of calling the employer IMMEDIATELY! Details are then negotiated between the youth and employer. The youth must then call the Job Bank back immediately to notify them if they've taken the job or not.

**How To Become a Job Bank Member:** Woodbridge residents may call the Youth Services Job Bank at 389-3429 to schedule an interview. The interview consists of filling out an application, discussing possible jobs of interest, and going over the rules and regulation of the Job Bank. Once this interview process is complete, the application is placed on file in the Youth Services office.

**How To Request Job Bank Services:** Woodbridge residents may call the Youth Services Job Bank at 389-3429. Our hours are Monday through Friday, 8:30 a.m. to 4:30 p.m.