



TeenWorks is Montgomery County Recreation's workforce development program for high school youth residing in the county who are looking for more than just a job!

Youth from the ages of 15 to 18 can apply for this opportunity to work up to 350 paid hours at a variety of locations and experiences. In addition to an onsite placement, TeenWorks employees will be offered a multitude of paid trainings to gain skills necessary to transition into early adulthood.

The Process?

1. Interested youth register to attend an information session on Montgomery County Recreation's website using the following form link <https://forms.office.com/g/anZcgpPJBu>
2. After attending an information session, if youth feel they are a good fit for the program they will be given a chance to sign up for an interview. The only requirement for the interview is that they have a resume in hand.
3. Once interviews have been conducted, the Recreation Staff will make selections and determine job placements (locations and duties). Offer letters will be emailed out with necessary documents that are to be returned as soon as possible.
4. Recreation staff will submit documentation for processing. Recreation's HR division will then send an email with more steps and documents while assigning a hiring appointment. Youth will need to complete all requirements before the appointment.
5. When Human Resources clears the youth to work, Recreation staff will reach out to schedule an orientation. Orientation will cover guidelines, policies, and procedures.
6. New TeenWorks employees will begin work at assigned onsite locations. They will be offered paid training throughout their tenure in the program.
7. TeenWorks employee achieves 200-350 hours worked benchmark. They are then graduated from the program. Letters of recommendation will be provided for graduates who demonstrate growth and professionalism.

What do parents/guardians need to know?

Work Placements – TeenWorks can be placed into a variety of roles based on fit, interests, location, and schedules. Being within the county Recreation department, the majority of TeenWorks will be placed in recreation programs – afterschool programs and summer camps. Duties will include behavior management, activity planning, mentoring and instruction. We also have opportunities in the fields of public outreach, special events, technology support, sports management, etc. Specific placements and work hours are not guaranteed.

Requirements for TeenWorks employment:

Current Resume (needed before the interview)
Government-issued identification card (Passport, License/Permit)
Original, signed social security card
Personal email address
Ability to pass a criminal background check
Bank Account (for direct deposit)

Communication- We strongly recommend that all communication comes from youth interested in joining the program. This is how their professional journey begins. If selected for employment, we will communicate directly



with the TeenWorks employees. We do suggest parent involvement in supporting their youth in the paperwork process, clarifying schedules/availability, and explaining how to express their questions and concerns with us. Applicants will have our contact information every step of the way. Parents and guardians may reach out to recreation staff in the event of special circumstances or emergencies.

Training- As part of this program we will offer a series of paid training/workshops aimed at developing TeenWorks Interpersonal and technical skills. Trainings will often be held on weekends, evenings, no school days, or holidays. Select trainings will be mandatory and most will be strongly encouraged.

Progression- TeenWorks professional development will be tracked and evaluated throughout their placement. TeenWorks employees will be assigned job coaches during their initial orientation. Coaches will serve roles in communication, training, consulting, etc.

FAQ:

Why are there no work locations near my address?

Almost all opportunities with TeenWorks will be based out of Gaithersburg, Germantown, Wheaton, and Silver Spring. Youth Development afterschool programs are determined based on county needs and budget allocation. Neighboring cities and counties may have their own programs and youth workforces. Anyone in the county can apply for TeenWorks but applicants will need to determine how they will make the commute to our programs.

Why is my youth being asked to work Summer and during the school year?

TeenWorks is a year-round program with limited space. We can only have a set number of employees on payroll and thus want to maximize the potential of the program. We hope that our employees grow professionally during their tenure with access to job coaches and various training in addition to their primary assignments. Inactive employees will be terminated after 3 consecutive months of not working.

What happens when TeenWorks “graduate from the program”/complete their hours?

If a TeenWorks employee performs well during their time with us, they will be awarded a letter of recommendation and references for their future endeavors. If the TeenWorks employee is interested in continuing to work for Montgomery County Recreation in a different capacity, we can connect them with the appropriate contacts.

My student has no work experience, what do you look for in an applicant?

We understand that most applicants will have a limited resume. When hiring we want young employees who are committed, communicative, and receptive to constructive feedback. We understand that other skills will need to be developed but we hope that our employees are eager to be here and grow with us.

Thank you for your interest in the TeenWorks program. We can be reached at teenworks@montgomerycountymd.gov and will respond promptly.