

# TeenWork Program

experience the real world

TeenWork is a career readiness program, founded in 1995. The program assists high school juniors in learning the necessary skills to succeed in a workplace environment. TeenWork teaches students how to obtain employment, learn employer expectations, gain on-the-job skills, and acquire the confidence necessary to succeed.

TeenWork introduces students to the real world of work—giving them an opportunity to interview for a summer job with KUB and its business partners.

Participants must attend planned meetings, sessions, and field trips. All are held one Saturday out of the month or on student holidays during the spring semester.



## Eligibility

To be eligible to participate in TeenWork, students must:

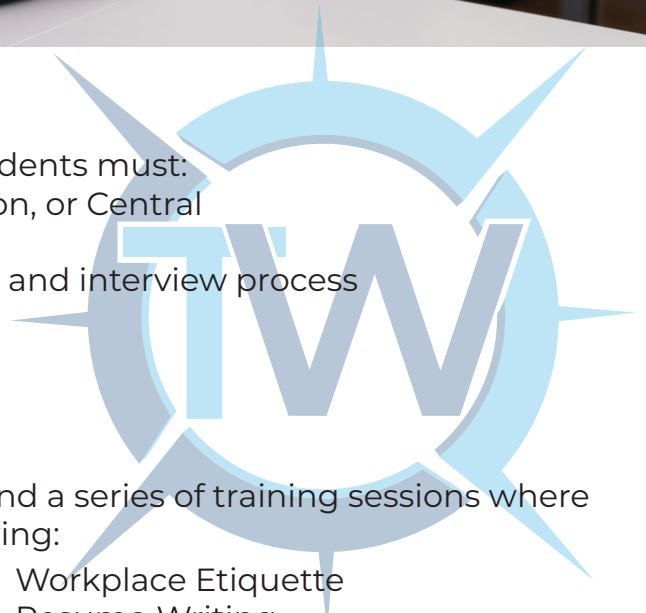
- Be a high school junior at Austin-East, Fulton, or Central
- Earn a 2.5 or higher GPA
- Complete the program interest application and interview process
- Be available to attend sessions
- Show enthusiasm for learning



## Program Sessions

From January to May, selected students attend a series of training sessions where they acquire skills and learn about the following:

- Personality Types
- Goal Setting
- Time Management
- Money Management
- Diversity in the Workplace
- Communication
- Professional Dress
- Workplace Etiquette
- Resume Writing
- Online Applications
- Interviewing
- Community Service
- Team Building
- Workplace Careers





## Summer Work Experience

Students who successfully complete the program sessions are given the opportunity to interview for an eight-week, paid summer job with KUB and its business partners. TeenWorkers are placed with a mentor who provides them with value-added tasks and projects to learn more about their career areas of interest.



## Career Areas Include:

- Accounting and Finance
- Customer Service and Customer Support
- Communications
- Computer Technology
- Engineering
- Human Resources
- Labs and Regulatory Compliance
- Procurement
- Transportation
- Construction (Overhead and Underground)
- Health Sciences



## Opportunities Gained:

- Hands-on job training
- Mentorship from a current professional
- Real-world experience

