

Annapolis

Fleet and Family Support Center

NEWSLETTER

168 BENNION ROAD, ANNAPOLIS, MD 21402

JUNE 2019

TIPS FOR FINDING A JOB FOR TEENS



Before your teen starts looking for a job, it is important they take some time to decide what they want to do. Even though your teen may not have experience, there are a variety of positions available out there for them.

Consider what your teen would like to do for a job. For example, if they love animals, have them check with local veterinarians to see if they are hiring. If they'd prefer working with children, they can check with their local YMCA (many have after-school child care programs and summer camps) or child care centers. Fast food restaurants and retail establishments rely on workers without experience and are willing to train new employees. Local libraries often hire teens to help put away books. Have your teen take some time to explore options. Have them keep in mind that their first few jobs will provide a good opportunity to find out what they want to do (and what they don't).

HOW TO FIND A JOB

Your teen can check with their high school Guidance Office to ask how they can assist with their job search. They may have postings for local businesses, for babysitting or for other part-time positions. Have them speak with teachers, family, coaches, friends, parents of friends--anyone and everyone they can think of--

and ask for help. Most jobs are found through referrals, and people they know are often happy to assist.

Are they interested in starting their own business? Have them consider their own skills and interests as well as the needs of the local economy where they will be spending their summer. Possible ventures include babysitting, lawn mowing, house painting, designing and marketing T-shirts, caring for pets while people are on vacation, car detailing, etc.

ONLINE JOB SEARCHING

Your teen can start their online job search by visiting the sites that focus on teen job opportunities. Searching Snagajob.com, for example, by type of position and location will generate a list of openings. There's also a list of national employers that hire part-time workers.

TEEN JOB INTERVIEW TIPS

Next, your teen can ensure that they are dressed appropriately, are ready to complete an application, and are prepared for an on-the-spot interview. Before your teen heads out to their interviews, have them review student job interview questions and sample answers that they can research ahead of time, so that they are ready to respond to the interviewer.

BEFORE ACCEPTING A JOB OFFER

There are good jobs for teens, and there are not-so-good and even awful jobs for teens. Before they say "yes" to a job offer, make sure the company is legitimate. Check with the Better Business Bureau to see if there have been complaints. Be aware that the Department of Labor has rules and regulations about when teens can, and can't work, as well as what type of job you can do. Make sure the employer is complying with the law. Decide whether this is

a job they really want to do. Your teen does not have to accept it if they don't feel comfortable with the work, with the environment, or with the boss or other employees. If this doesn't work out, there will be another offer. Consider whether the hours will fit into their school and activity schedule.

Consider, also, volunteering opportunities. They're an excellent way to give back to the community while doing work that is fulfilling and productive.

Whatever job your teen chooses, parents should ensure that the employment meets the requirements of Maryland's Division of Labor, Licensing and Regulation. Children under age 14 may not be employed (with certain exceptions). Minors from 14 to 17 years can work with a permit, although restrictions guide how much and when they are allowed to work. The Division of Labor and Industry site can be found here: <https://www.dlir.state.md.us/labor/wages/empm.shtml>

Summer work can be an invaluable experience for teens. It teaches them the importance of earning money on their own, being responsible for the quality of their work and acquiring a strong work ethic. With a bit of assistance from parents to set them on the right track, their summertime employment can prove to be as educational as the time they spend in school.

Adapted from articles by Alison Doyle (2019): <https://www.thebalancecareers.com/tips-for-finding-a-job-for-teens-2058651>, and Nina Fisher, Chesapeake Family (2000).

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Career Development

Resume Writing Workshop

Tuesday, June 11, 9 a.m. - Noon

Wondering how to write your resume? Have you written a resume but it isn't getting the results you want? Our resume writing workshop will help you get started or show you how to improve the one you have written. This class will discuss targeting your resume, selecting the best format for your work experience and creating a cover letter. Don't pay someone else to write your resume! Call the FFSC at 410-293-2641 to register.

10 Steps to Federal Employment Workshop

Tuesday, June 18, 9 a.m. - Noon

The Federal Government has excellent career opportunities in a variety of occupations. However, the Federal Employment Hiring process is complex and challenging! This process can be a confusing experience. This workshop will provide an overview of the hiring process. You will learn how to navigate the USAJOBS system, analyze a vacancy announcement, type of hiring programs and preferences, write a federal resume and more. Please join us and learn strategies and tips for a successful federal job search. Register today by calling 410-293-2641.

Career Exploration

Thursday, June 20, 9 a.m. - Noon

What do you want to be when you grow up? If you are wondering what career to pursue, or trying to be sure that your chosen field is right for you, this is your class! This workshop provides an opportunity to assess your skills, values and preferences. Participants will complete the Holland's Self Directed Search and use the results to research career opportunities. Register today by calling 410-293-2641.

Transition Assistance

Transition GPS Capstone

Tuesdays, June 4, 11, 18, 25

Call FFSC for an appointment.

Capstone is a mandatory component of Transition GPS that must be completed no later than 90 days prior to separation date. Capstone is scheduled by appointment only. Required Documents For Capstone:

- Completed standardized ITP to include appropriate Career Track sections
- Benefits Registration
- Completed Gap Analysis
- Completed Resume/Employment application
- TGPS Workshop Certificate
- Documented requirements for licensure, certification & apprenticeship – if applicable
- Prepared 12 month post-military budget
- DD2958 Career Readiness Standards/ITP Checklist

Transition — Goals, Plans, Success (GPS)

Monday-Friday, June 3-7, 8 a.m. - 4 p.m.

The newly revised TAP Workshop has been renamed Transition, Goals, Plans, Success (GPS)

It is a five-day career and job search workshop for separating service members seeking civilian employment. Topics include: Tools for Transition, Military Occupational Cross Walk, Skills Assessment, Resume Writing, Job Search Methods, Interview Techniques, as well as a review of Veteran benefits and entitlement and much more. Register now if you are within 1 year of separation or 2 years of retirement. Classes fill up months ahead. **IMPORTANT!!!** You must see your Command Career Counselor and obtain (1) a signed DD Form 2648 –Pre-separation Counseling Checklist and

(2) a copy of your Individual Transition Plan (ITP) prior to coming to TAP. **FAILURE TO DO SO MAY RESULT IN YOU BEING TURNED AWAY.**

Career Exploration and Planning Track (CEPT) Workshop

Wednesday & Thursday, June 12 & 13, 8:30 a.m. - 4 p.m.

This is an interactive training for transitioning military members and spouses who are seeking careers in the technical field (trades, craft and IT industry). This workshop offers a unique opportunity to identify skills, increase awareness of training and credentialing programs, and develop an action plan to achieve career goals. Service members and spouses who attend the two-day Department of Labor Career Exploration and Planning Track (CEPT) Workshop will complete a personalized career development assessment of occupational interest and ability. This industry-standard assessment will present workshop participants with a variety of tailored job recommendations aligned with interests and aptitudes, some of which are classified as "high demand" or "high growth" occupations. Participants will learn to utilize self-sustaining tools to narrow their career focus by establishing achievable career goals and development strategies. Workshop facilitators will guide participants through a variety of career considerations including labor market projections, education, apprenticeships, certifications, and licensure requirements. Registration Required, call (410) 293-2641

Executive Transition - Goals, Plans, Success (GPS)

Monday – Friday, June 24-28, 8:00 a.m. – 4:00 p.m.

Transition GPS course designated for E-9s and O-5 and above.

This is a five-day workshop designed to prepare retiring service members for transition to civilian life. The program provides a comprehensive mix of education and skill building to meet Career Readiness Standards.

Topics include, but are not limited to:

- Skills assessment
- Resume writing
- Interview techniques
- Job search methods/ Salary Negotiations
- Review of veteran entitlements
- Financial planning

In accordance with OPNAV 1900.2B, all participants are required to provide a completed and signed DD form 2648 (Pre-separation counseling checklist). If you are within 2 years of retirement, please register for one of the workshops.

Deployment/Relocation

Smooth Move Seminar

Friday, June 7, 8:30 - 11:30 a.m.

Are you getting ready for a PCS move? Wondering what to do to prepare? This workshop is for everyone, experienced mover or not, who is on Permanent Change of Station (PCS) orders. You'll receive information on: packing and protecting your belongings, weight allowances and dealing with the moving company, do-it-yourself or Personally Procured Moves, travel and car allowances, budgeting for your move, house hunting hints, information on your upcoming duty station and community, and much more!

Smooth Moves for Kids (6-11 Years of Age)

Tuesday, June 17, 5-6 p.m.

A "how-to" workshop on surviving the impact of changing places, saying goodbye, and adjusting to new people and situations. There will be a video presentation, activities, and group discussion. If your family is preparing for a PCS move, sign the children up today so they can discover how to enjoy the adventure of moving!



"Hearts Apart" - Deployment Discussion Group

3rd Wednesday, June 19, 6 - 7:15 p.m.

Is your loved one deployed? A Deployment Discussion Group is held at the Fleet & Family Support Center. Child care is FREE and onsite upon advance request. Registration is required. Please call the FFSC at 410-293-2641 for more information. **DON'T FORGET OUR YOUTH – JOIN OUR HOME TEAM**

"Home Team" - Youth Deployment Support Group

3rd Wednesday, June 19, 6 - 7:15 p.m.

For kids ages 5-18 who are experiencing a family deployment, come join the "HOME TEAM" to get involved, stay connected, have social support and to learn about the power of POSITIVE!! For school age kids who are experiencing a family deployment. Hearts Apart Partners with our School Liaison Officer (SLO) - Call 410-293-2641 for more information and to register.

Command Indoctrination/Newcomers' Orientation

Thursday-Friday, June 20-21, 8 a.m. - 4 p.m.

Command Indoctrination Programs are designed to facilitate the adaptation of Sailors and their families into their new working and living environments. This will afford Sailors and their families the greatest opportunity for a successful and productive tour of duty. The Indoc/Orientation is for all active duty service members reporting to the U.S. Naval Academy, Naval Support Activity Annapolis, Navy Band, and Naval Health Clinic! Don't miss our information-packed days designed to make your move to a new community a "smooth" one. A highlight of the Orientation: a tour of the Naval Academy! Spouses are encouraged to attend.

Financial Management

Financial Counseling Services

Mondays, 8 a.m. - 4 p.m.

Brian Pampuro, AFCPE, from Bethesda's Fleet & Family Support Center will facilitate this service at our center. Call to schedule an appointment at 301-400-2414 or e-mail brian.d.pampuro.civ@mail.mil to make an appointment.

Life Skills Education

Boot Camp for Babies

Thursday, June 6, 11:30 a.m.-3:45 p.m.

The Boot Camp for Babies workshop provides expectant parents and those with infants with an understanding of an infant's world, and some basic skills necessary for parenting. This class will address the challenges of parenting such as balancing work and family, safety issues, and required health care paperwork. Participants will also learn how to prepare financially for the newest member of the family.

Attending this workshop qualifies you, regardless of rank, for a Layette (also known as Baby's First Sea Bag) from Navy Marine Corps Relief Society. The Sea Bag is issued to any eligible attendee who has recently had a baby or whose child will be born within six months. It consists of gift card and a handmade item (a knitted or crocheted afghan). Don't miss out on this

exciting class that will prepare you for parenthood!

Four Lenses Workshop

Tuesday, June 11, 9 - 10:30 a.m.

Are you an orange or are you blue? If you want to learn more about yourself and those around you, join us for this fun workshop that is all about personality! You will discover how our different personality temperaments compliment and balance one another in all personal and professional relationships. It will help you better understand why people do the things they do while getting to know yourself in the process. Open to individuals, couples, active duty and/or spouses.

Be a Super Sitter (Ages 13 & Up)

Tuesday, June 18-19, 9 a.m. - 3:30 p.m.

This class will give you step-by-step instruction so you can be a super sitter: *Finding babysitting jobs *Caring for infants, toddlers, and young children *Dealing with simple first aid problems *Handling emergencies *Interacting with children and much more.

Outreach Programs

FFSC at the Navy Exchange

Friday, June 21, 11-1:30 p.m.

Fleet & Family Support Center staff will be at the Navy Exchange to answer questions and give away free pamphlets and brochures. So, come on by!

Ombudsman Program

Navy Family Ombudsman Basic Training

Monday-Wednesday, June 25-27, 9 a.m. - 4 p.m.

This training consists of 9 modules that help official command ombudsmen and command leadership team members work effectively with their commands. Workshops provide resource avenues for helping families through crisis and daily living. Open to Ombudsmen, COs, XO's, Chaplains, CMCs, COBs, and their spouses. Attending the Ombudsman Basic training prior to beginning duties is required for new Ombudsman or if a current Ombudsman and more than three years have elapsed since attending the Ombudsman Basic Training course.

Other Programs

SPACE - A TRAVEL THE BWI WAY!

Friday, June 28, 12-1 p.m.

Want to learn about the Space-A Travel Program? Experts at BWI Airport will explain the program and tell active duty/dependents & retired military travelers how to make the best use of it. Attend this seminar and get the latest information. Call 410-293-2641 TODAY to register. ***REGISTRATION IS REQUIRED.

Retired Activities Office

Wednesday, 9-11 a.m.

Assists all retired military and their family members in such areas as Survivor Benefits Plan, retired rights and benefits, widow's outreach and assistance. Office is staffed by retired military volunteers.

Job Search Resource Room

The Resource Room has everything that military family members (16 years old and older) and transitioning service members need to conduct successful job searches and relocations resources -- computers with internet access, laser printer, fax machine, copier access, reference books, informational self-help pamphlets and resource hand-outs. The room is located at the FFSC.

The FFSC is located at 168 Bennion Road, Annapolis, MD.



Additional Information

Workshops and seminars are open to active-duty and retired military personnel and their family members. Call the FFSC at 410-293-2641 to register or for more information. All classes are held at the Fleet and Family Support Center unless otherwise noted.

New to NSA Annapolis? Make the Fleet and Family Support Center one of your first stops! You can attend a workshop, meet other Navy spouses and gather informational materials.