

Teen Education and Enrichment Programs

MCCA Work Ready Certificate Manual

Part 1: Life Skills

Part 2: Job Readiness

Part 3: Finding a Job

Part 4: Visiting Potential Employers

Part 5: Working Well with Others

MCCA Work Ready



“BUILDING FUTURE LEADERS”

MINORITY CHRISTIAN COACHES ASSOCIATION

Teen Education and Enrichment Programs

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MCCA
Sports
Ministry



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Teen Education and Enrichment Programs

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MCCA Work Ready Certificate Program			
Part 1 Life Skills	Level 1 Student	Level 2 Student	Level 3 Student
Healthy Relationships	X	X	X
Good Hygiene Habits	X	X	X
Anger Management	X	X	X
Time Management	X	X	X
Learning to be Accountable	X	X	X
Part 2 Job Readiness	Level 1 Student		
Assessing Your Personal Skills	X	X	X
Communicating With Others	X	X	X
Benefits of Working	X	X	X
Volunteering and Internships	X	X	X
How to Write a Resume	X	X	X
Part 3 Finding a Job		Level 2 Student	
Attending Job Fairs	NA	X	X
Searching for Employment	NA	X	X
Part 4 Visiting Potential Employer		Level 2 Student	
Dressing For Success	NA	X	X
Filling Out an Application	NA	X	X
Interviewing	NA	X	X
Part 5 Working With Others			Level 3 Student
Learning Your Job	NA	NA	X
Working with a Team Concept	NA	NA	X
Ethics in the Work Place	NA	NA	X

Teen Education and Enrichment Programs

Part 2 Job Readiness:

Workshop 6: Assessing Your Personal Skills

Workshop 7: Communicating With Others

Workshop 8: Benefits of Working

Workshop 9: volunteering and Internships

Workshop 10: How to Write a Resume

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Part 2

Job Readiness

Workshops # 6

Assessing Your Personal Skills

- A. Assessing Your Personal Leadership Skills
- B. Developing a Positive Mental Attitude
- C. 15 Personal Skills You Need on the Job

Workshops # 7

Communicating With Others

- A. Communicating Skills-Start Here!
- B. How to Improve Communication
- C. Non-Violent Communication

Workshops # 8

Benefits of Working

- A. Why Teens Should Work Retail
- B. 5 Reason Why Teenagers Should Have an After-School Job
- C. Teenage Work Ethic

Workshops # 9

Volunteering and Internships

- A. Gain Work Experience Through Volunteering
- B. Volunteering
- C. Finding a Summer Job or Internship

Part 2

Job Readiness

Workshops # 10

How to Write a Resume

- A. Resumes for Teens
- B. Seven First Time Resume Concerns
- C. How to Address Your Background
- D. Resume Template for Teens

Teen Education and Enrichment Programs

Part 2 Job Readiness: Workshop #8

Benefits of Working

- A. Why Teens Should Work Retail
- B. 5 Reason Why Teenagers Should Have an After-School Job
- C. Teenage Work Ethic



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Benefits of Working

Why Teenagers Should Work Retail

If your son or daughter is ready to head into the workforce, a retail job would be a great starting place. Working in retail will teach them many skills that will come in handy later in life. Below we will go over some different retail establishments that make great jobs for teens.

1. A Game Store: Most teens these days are into video games. They definitely know more about them than many adults. For this reason they would be great retail sales people for game stores such as EB Games, Game Stop, and the like. Working for a game store would help develop sales skills that could come in handy for future careers.

2. A Department Store: Department stores offer many different opportunities for teens. They can become cashiers, stock people, or do sales. Learning to run a cash register would be great for every teen. Everyone should know how to count back change, and being a cashier is one of the best ways to learn this skill. No matter which position they choose, they will interact with customers on a daily basis. This will improve their interpersonal skills greatly. Dealing with the public takes tact, patience, and understanding. Your teen will benefit by learning these skills early in life.

3. A Parts Store: Working in a parts store would help your teen by [teaching](#) them about automotive supplies and accessories. Everyone should have at least a basic understanding of the workings of an automobile. By working with the parts and helping answer customer's questions, they will learn about the different parts, where they go, and how they work.

4. A Building Supply Store: Stores such as Lowe's, Home Depot, and ACE, would offer a teen the opportunity to learn about many useful things. If they decided to go into plumbing or electrical careers for instance, they would already know what some of the instruments of the job are, and how they work. Or, if they wanted to pursue a career in horticulture, working in the garden department of any of these stores would provide invaluable experience on plants and their care. There could even be opportunities to learn about contracting and architecture working in the lumber department of a building supply store.

Benefits of Working

5. A Pawn Shop: This one may sound a little strange, so let me explain. By working in a pawn shop a teen will learn about empathy and compassion. A lot of people who come to pawn shops are in dire straights, and have to sell something very important to them. Your teen will learn to deal with them professionally and courteously. It is important for all of us to learn to treat our fellow man with respect, and working in a pawn shop will certainly help with this.

As you can see, there are many different kinds of retail jobs available, and they each offer opportunities for your teen to grow as a person, and learn things that can help them to succeed in whatever career they choose. Encourage your teen to try something they may be a little apprehensive about. Facing our fears is another way to grow, and as parents this is just another way we can help our children accomplish whatever they set out to do in life.

Adapted from:

http://www.associatedcontent.com/article/795219/why_teenagers_should_work_retail.html

Benefits of Working

5 Reasons Why Teenagers Should Have an After-School Job

When your children become teenagers it's time to start considering an after-school job. Not all parents feel that their teenagers should have to get a job, but it could be in their best interest to have a job, whether they need the money or not. The majority of adults, in the U.S., had a job during their teenage years, so why shouldn't our children? Here are five reasons why teenagers should have an after-school job.

1-Responsibility- All teens need to learn about responsibility. When your teen has a job they are responsible for getting themselves to work on time (or arranging transportation via you or a friend), doing their job correctly while they are there and making sure that they can continue to keep up with their schoolwork. Having an after-school job is a fantastic way to teach your teenager about responsibility.

2-Money Management- All teenagers love the idea of having their own money, that's why they always seem to have their hands out when you walk by them. By allowing your teenager to have an after-school job you are allowing them to learn a little bit about money management. If they are saving up for their first car they will have to manage how much money they can allow themselves to spend, as well as how much they should save out of each week's paycheck in order to reach their goal. Your teenager will quickly realize that they can't spend every dollar that they make if they want to have the something special that they are saving up for. Not to mention, you can't spend all of your paycheck on Friday night if you are going out on Saturday too.

3-A Taste of the Real World- While having an after-school job at [McDonald's](#) may not feel like the "real world" to the parents, it certainly does for your teenager. Having an after-school job will give your teenager a taste of what life would be like when they are grown and they have to be a responsible employee, no matter where they work. Your teen will have to figure out how to pay their "bills" while having a little spending money. Your teen will have to find a place to cash their paycheck each week and even how to manage a bank account, if you allow them to have one.

4-A Job Keeps Them Out of Trouble- You are probably saying "Teens will get into trouble whether they have a job or not". You are right, but it is less likely that your teenager will get into trouble if they are working five evenings a week, especially if you give them a curfew for after work. Depending on how long the drive from work to home is, you could allow your teen an extra 30 minutes to 1 hour to get home after work.

Benefits of Working

This will insure that they won't feel rushed but that they should still get home on time. Of course, if you are taking your teenager to and from work everyday you won't have to worry about them getting home by curfew. We all know that teenagers like to stay up late at night and then sleep late the next morning. Try to make sure that your teenager is getting home from work early enough in the evening so as to not affect their morning wake-up time for school.

5-Hardwork is Good for Them- You know the saying, "a little hard work never hurt anyone". I completely agree with that saying, especially when it comes to a teenager having an after-school job. There is no reason that all of the teens in the United States shouldn't have some sort of job, either after-school, on the weekends or just during their summer vacation. It's a good idea to show your teenager that hardwork is what it takes to accomplish everything in their life. They can't learn the meaning of hardwork if everything is handed to them. What will they expect when they are out on their own if they have never had to work hard for what they wanted?

In the end, it is a good idea for all teenagers to have an after-school job. If they aren't able to handle a job after school then they should definitely have a summer job when school is out. All teenagers, no matter what their parents' financial situation, should have a job. They will need the practice and experience before they do get out into the real world.

There are far too many teenagers in the world today that expect things to be handed to them on a silver platter. Hardwork? What's hardwork? Teach your teenagers that life is what you make of it. I don't mean to sound old, but when I was a teenager having an after-school job wasn't an option, it was a necessity if you wanted to buy things for yourself.

Every sixteen year old, and up, in my highschool had some sort of paying job, whether it was working at McDonald's, the local carpet mills or simply babysitting after school. Show your teenager what it means to be a responsible human being in the world today and they will thank you for it in the future.

Adapted from:

http://www.associatedcontent.com/article/235676/5_reasons_why_teenagers_should_have_pg2_pg2.html?cat=25

Benefits of Working

Teenage Work Ethic

JeffGarns* walked into [McDonald's](#) at three o'clock after school, but he wasn't there to eat. Instead, he was there to start work. Jeff is one of the several teenagers looking for a part-time job. "Anything to pay the bills," Jeff sighs.

"According to the Bureau of Labor Statistics, twenty-three percent of high school freshmen and seventy-five percent of high school seniors work during the school year" (Kahlenberg par. 3). It's understandable that some teens want to earn money to help their families pay bills, [save money](#) for college, and buy necessities. Then when does working become too much? High school students should not work more than twenty hours a week because it adversely affects studying/homework time, behavior, and work experience.

Whether it's their freshmen year or senior year, high school students are negatively affected by working over twenty hours. Working too many hours a week causes students to cut back on courses at school, take easier classes and avoid the harder ones.

Also, working long hours early in the school year increase the likelihood of dropping out (McLellan 528). In a personal interview with Jeff he agrees, "I never took any hard classes and I was frequently late or sometimes taking a nap." Many teenagers feel the same way including myself. The more I work the less time I devote to school and become severely stressed over homework and grades.

Do high school students actually gain more experience and knowledge? Students spend relatively little time using higher-order cognitive skills at work; do extremely little reading and writing; and computation is now often done automatically by the cash register. Most of the teens in a study of more than 500 working and non-working students at Four Orange County [California] high schools reported that their job could be done by somebody with grade-school education or less (McLellan 527-8).

Although, I think that with a limited amount of hours students can dedicate the right amount of time to school work as well as receiving the valuable aspects of a part-time job.

Benefits of Working

Although, if you're considering a part-time job, keep in mind that "teens who work fifteen or more hours per school week tend to concentrate less on schoolwork, spend less time on homework and extracurricular activities... and become more distant from parents compared with students who work fewer hours" (Kahlenberg par. 9). How many high school kids do you know that have stopped going to school functions and always say "I'm working tonight" when you ask them to hang out?

After going to school and working, you just get worn out. "Working"

Some parents of teenagers may argue that working is good for them and that saving money for college is the best thing they can do. If high school students are so caught up in saving money for college why are seventeen percent working under the influence? Shouldn't the money towards their drugs and alcohol be in a savings account? Also, those students who aren't using drugs maybe aren't using their time wisely.

If they are working twenty or more hours a week, how can they be getting their schoolwork done? Students must graduate high school before getting to go to college. What is the point of working to save up for college if you don't make it there? You can still [save money](#) if you're working twenty hours a week.

McDonald's was definitely not Jeff's career choice. "I want to be a mechanic, not a fast-food worker," he says. "My job has nothing to do with what I'll be doing in the future." Besides baby-sitting, cleaning the neighbor's house, and mowing the lawn, what kinds of jobs are available to students? Teens are often hired as hostesses, servers, dishwashers, cashiers, sales associates, and concession sellers at movie theaters (Kahlenberg par. 4).

So what kind of work experience are teenagers getting? They can learn how to interact with customers, understand how a business works, and gain exposure to new technologies. But here comes the downside. "Teenage employment - typically in dull or monotonous jobs for which the sole motivation is the paycheck - often leads to increased cynicism about working" (McLellan 528).

It seems that this is due to the lack of high-quality jobs available to teenagers. By working in unchallenging, tedious jobs in fast-food restaurants or retail stores, high school students learn few new skills and rarely gain work experience that will lead to future careers (McLellan 529).

Benefits of Working

What can be done about these problems? Decide what is more important: working or good grades? “Both of my daughters got outstanding grades throughout high school and they worked less than 20 hours a week, sometimes they didn’t work at all. They put a lot of effort into and concentrated on school rather than working too much.

As a parent, I feel that school is more important because better schooling gets you better jobs,” says Debbie, a mother of two girls and the [vice president](#) of her company. “I’ve hired several teenagers and they’ve told me how working over twenty hours negatively effected their grades. Working too many hours just isn’t worth it.” Try to find a job where you won’t have to work full-time, perhaps a weekend job. Before getting hired, talk to the manager or boss about getting twenty hours a week or less. Don’t sell your [studying](#) time and good behavior for a paycheck.

Adapted from:

http://www.associatedcontent.com/article/96526/teenage_work_ethic_pg2_pg2.html?cat=9