

Town of East Haven Youth Service Bureau
595 Thompson Avenue
East Haven, Ct 06512

Teen Job Bank Program

General Information and Guidelines for Employers

1. The Teen Job Bank Program is an employment referral service for middle and high school students in East Haven between the ages of 12-18. It is designed to help students acquire job skills, work experience and money, while at the same time providing a service to town residents. Skills and locations of youth are matched as much as possible with requests from employers.
2. The following are some types of jobs appropriate for students: babysitting, lawn work, housework, mother's helper, snow shoveling, general office work, animal care and helping the elderly.
3. An initial meeting with the student is strongly suggested. Details of the job, hours, days and pay rate should be discussed before entering into an employer-employee relationship. It is the responsibility of the employer, not the Town of East Haven, to check references if necessary. The Youth Service Bureau does not provide transportation to participating youth.
4. Please call the Youth Service Coordinator (468-3297) with any questions or concerns. After a student has completed a job we ask the employer to complete an evaluation. This will allow the Teen Job Bank Program to be continually evaluated and revised.