

A framed sign with a black border is mounted on a light-colored wall. The sign contains the text 'JOBS, VOLUNTEER OPPORTUNITIES, AND INTERNSHIPS' in a bold, black, sans-serif font. Below the wall, a wooden floor with vertical planks is visible.

**JOBS, VOLUNTEER  
OPPORTUNITIES, AND  
INTERNSHIPS**

# TOPICS COVERED

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What Kinds of Jobs /Internships  
/Volunteer Opportunities You  
Might Want to Look For



What You Need to Apply



Following Up

# TYPES OF WORK OPPORTUNITIES

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WHAT WORKS FOR YOU?



# APPLYING FOR A JOB DURING A PANDEMIC

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We know that things are different right now, but there are still some jobs you may be able to be hired for, whether it is for in-person work or remote work:

- Some places that may hire teens for in-person work are grocery stores, restaurants, pharmacies, landscaping companies, garden centers, and coffee shops.
- You may also find volunteer work at food pantries, local political campaigns, or even school groups like PTSOs who may need help with projects.
- There are numerous opportunities for enterprising students who like working with kids – you can work remotely as a tutor (put all of that knowledge and studying to good use and advertise yourself online as a tutor to families in your neighborhood!), or in-person as a babysitter or tutor.

## HOW DO I DECIDE?

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Ask Yourself: What do I like?



- What matters most to you – what do you care about?
- Consider jobs that match your interests
- Do you like to read? Consider a job at the library, a bookstore, or a comic shop (if open and available)
- Do you like food or serving people? Consider a job at one of Newton's MANY restaurants: Rancatore's, Johnny's Luncheonette, Cabot's, Brewer's Coalition, Little Big Diner, etc.
- Do you like working with kids, adults, or working alone?
- Do you like working with computers or technology?

# FOR YOUR FIRST JOB, CONSIDER...

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## Restaurants

Some restaurants might hire you as a host, counter service, prep cook, busser, or even server. These are great first jobs and teach you lots of skills that help you later in life – how to talk to people, how to problem solve, and how to thrive in challenging environments!



## Odd Jobs

You might want to advertise your services to your neighbors and family friends – help out with odd jobs for cash! Ex: moving furniture, pet sitting, basic yard work, cleaning out someone's garage, etc.



## Lifeguard

Consider becoming a lifeguard! Often local pools/the YMCA/beaches will hire teens and this is a great skill you can use long-term – many people who earn a lifeguard certification continue to work as one part-time to earn extra money, even if they have another job.



## Hands-On

Like to be outdoors? Some landscaping companies will hire summer help with mowing, lawn care, planting flowers, etc.! It's a great first job, and very safe to do right now!

# WHAT ARE THE OPTIONS?

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Camp Counselor/CIT (if/when Camps are open – applications usually come out in Jan.)

Babysitting – Consider putting out flyers or advertising on parent groups on Facebook, Newton NextDoor, or Newton Neighbors Helping Neighbors!

Odd Jobs (lawn care, running errands, etc.)

Dog Walking – advertise online!

Retail/Customer Service

Grocery Stores

Coffee Shops

Tutoring – advertise in your neighborhood, online, to your parents' friends, etc.

Lifeguard



# WHICH NEWTON BUSINESSES HIRE TEENAGERS?

Remember, we're in a pandemic, so it might be harder to find a job right this minute, but lots of these places might still be hiring and it can't hurt to try!

- Grocery Stores – Stop and Shop, Whole Foods, and Star Market
- Camps – Newton Community Education (interns AND counselors), and Parks and Recreation (CIT and counselors)
- Restaurants – Johnny's, Sandwichworks, Cabot's, Bruegger's, Brewer's Coalition, JP Licks, Rancatores (and probably more)
- Coffee Shops – Starbucks and Dunkin'
- YMCA, Boys and Girls Club, Gath Pool, Crystal Lake
- Retail – TJ Maxx, Michaels, West Newton Cinema, local shops
- Childcare/Babysitting – Promote your services with a flyer in your neighborhood or online on parenting Facebook groups!
- Help Around Town – like Craigslist for posting work for teens!
- Post your services on NextDoor, Newton Neighbors Helping Neighbors, or Facebook



# REQUESTING AN INTERNSHIP – VIA EMAIL

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- Introduce yourself, and be professional and formal (as you would on a job application)
- Be brief – give reasons why you'd be a fit, state your ask (what kinds of work/projects are you looking for, who do you want to work with, what dates/times do you want to work there, etc.)
- Make your request months in advance – give them time to reply
- Include your contact information
- Use a professional email address (your name@gmail)
- Be polite
- Be sure to let them know if you're available remotely or in person
- Attach a resume with your request if possible
- If you don't hear from them, follow up in a week or so to check in (more on this in another slide)
- Follow up – give them a week or so to respond and then check in

# REQUESTING AN INTERNSHIP, CONT'D

- Here is an example of an introductory email requesting an internship
- Email is preferred – be sure you do your homework to find best contact(s)
- Use your contacts – is there a person you know who can help you make an introduction somewhere?
- Will it be paid or unpaid? Make sure you have an idea in mind first – never ask in an inquiry, but wait until you're offered the position. If you absolutely need to be paid, seek only advertised paid positions.



## SAMPLE INTERNSHIP INQUIRY EMAIL

University of Maryland, School of Public Health  
Public Health Science Program

Today's Date

Dear Dr./Ms./Mr. \_\_\_\_\_,

I am a student in the Public Health Science program at the University of Maryland School of Public Health. I am interested in an internship with **(name of organization)** in the \_\_\_\_\_ semester.

I am interested in an internship in the area of \_\_\_\_\_ because I have an interest in \_\_\_\_\_. Please find my resume attached.

I would be pleased to meet with you to discuss any internship opportunities you may have.

Thank you very much for your consideration. I look forward to hearing from you.

Sincerely,  
Name  
Email  
Phone number

# INTERNSHIPS, CONT'D

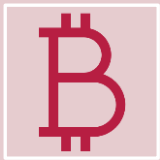
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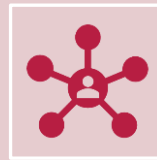
Newton Community Farm usually offers week internship sessions for students who are interested in agriculture, sustainability, green jobs, etc.  
([www.newtoncommunityfarm.com](http://www.newtoncommunityfarm.com))



Check out your local political campaigns – often they will take HS students on as interns! Right now is a FANTASTIC time to get involved in a political campaign you care about – everything from City Council, to School Committee, to State Reps and Congress!



Epiic Solutions is a four-week summer program in Boston (you need to pay for this one) that teaches students all about entrepreneurship, STEM, and small business.



Call and Email businesses/offices/organizations you are interested in and offer to intern for them – be sure to have a timeframe and a plan/idea of the work you might like to do.

# VOLUNTEERING – WHEN YOU CAN, DO WHAT YOU CAN!

- Food Pantries: Newton Food Pantry, Centre Street Food Pantry, Arabic Baptist Food Pantry

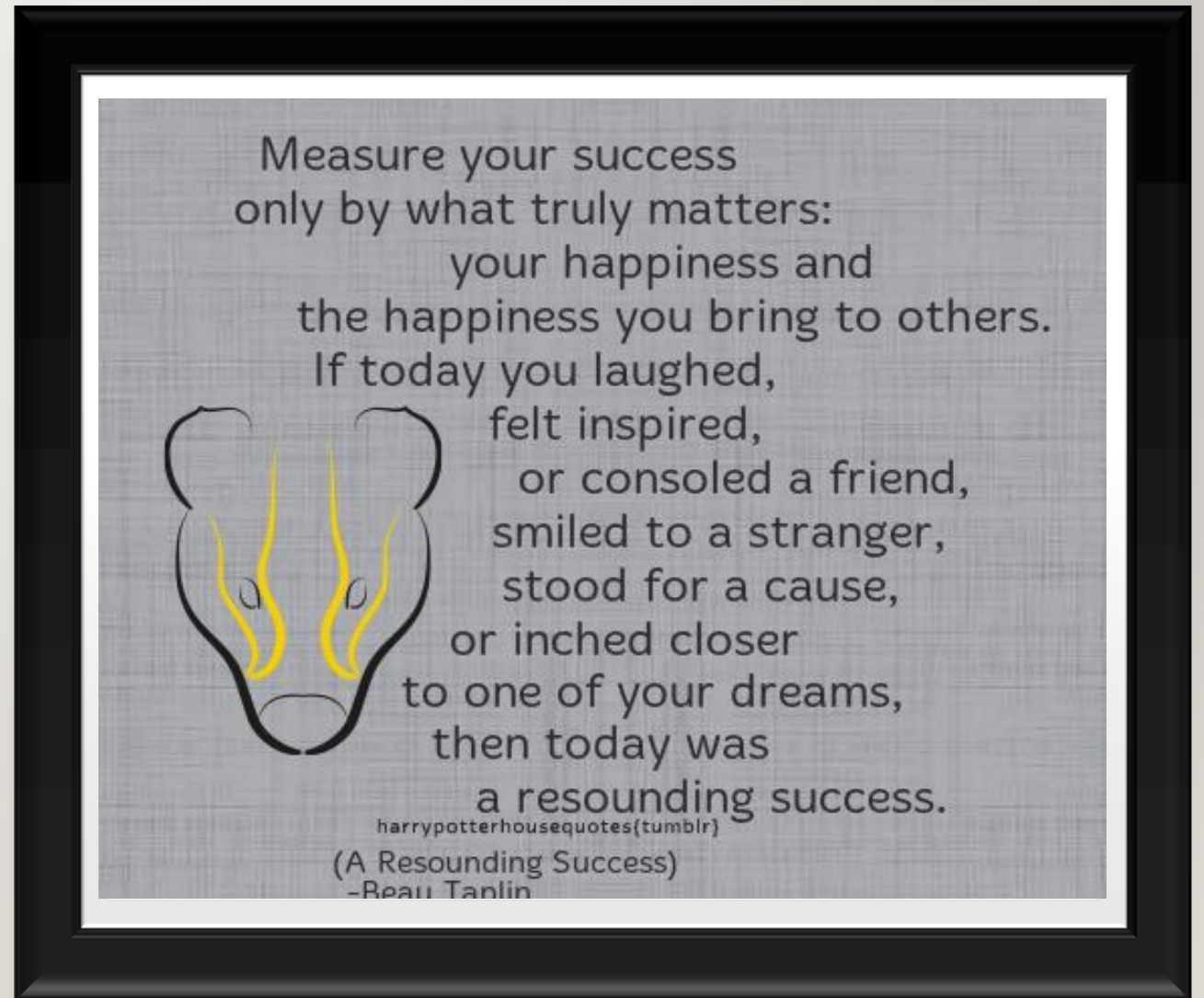
[www.newtonfoodpantry.org](http://www.newtonfoodpantry.org), [www.centrestfoodpantry.org](http://www.centrestfoodpantry.org), [www.arabicbaptist.org](http://www.arabicbaptist.org)

- Newton Free Library – [www.minlib.net](http://www.minlib.net)
- Boys and Girls Club (Boston or Newton!)
- Center for Civic Engagement at Newton North  
[nnhs.ccesinfo@gmail.com](mailto:nnhs.ccesinfo@gmail.com)
- One-time events: Newton Serves, Heartbreak Hill Road Race, Paddy's Road Race, etc. [pgannon@newtonma.gov](mailto:pgannon@newtonma.gov)
- Newton Wellesley Hospital, BIDMC, nursing homes
- Newton Community Farm [www.newtoncommunityfarm.org](http://www.newtoncommunityfarm.org)
- Green Newton [www.greennewton.org](http://www.greennewton.org)
- Newton Senior Center [www.newtonma.gov/seniorcenter](http://www.newtonma.gov/seniorcenter)
- Places of worship (Synagogue, church, etc.)

# WHAT YOU NEED

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- Positive Attitude!
- Ideas about what you'd like to do/what you're interested in
- Hours you're available
- A resume doesn't hurt, but isn't always necessary. If you don't have one and want to make one, ask your parents or guidance counselor!
- A working, professional email address and phone number
- If you're being paid, a Work Permit – Mass.gov (if you're under 18 – go to your school's website for instructions)



# THE IMPORTANCE OF FOLLOWING UP

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- Once you apply for the job/internship, following up with a phone call/email a few days later is one of the most important steps!
- Give them your name and let them know the position you applied for. Let them know you're calling/emailing to follow up on your application and that you're hoping to know more soon.
- If you've had an interview, **ALWAYS** send a thank you note a day or two after!
- Be sure to write down any further instructions – if they tell you “we will let you know by X date and time”, note that. If they say, “Please call back on X date”, do that.
- Do not expect that simply applying will be enough – many times a follow up is what is most important and can make you stand out.

For further questions, email  
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