

Chores Teen Guidelines

Chores is a program run by AHM Youth Services in collaboration with senior centers in Andover, Hebron, and Marlborough. We receive grant funding from the North Central Area Agency on Aging (NCAAA) for teenagers to help seniors in these three towns in their homes and yards.

How the program works:

- After filling out paperwork (Chores Enrollment Form and W-9 Form) and orientation, teens are enrolled in the program. Teens are sent out for 2 hour shifts for a senior in their home or yard. Teens are responsible for getting to and from the workplace.
- When you arrive at the home, if it is the first time you are working there, please introduce yourself. The senior will show you what he/she wants you to do.
- Please do not call Mrs. Graham before 9:00 a.m. in the morning on weekends. Thanks!

Scheduling:

- Please watch for emails with jobs available to work.
- Please check with your parents, and check your sports/extra-curricular schedules, and that you have a ride, before you say you are available. If you commit, it is important to be available.
- If you are not able to make it, please call as soon as you know you will not be available. Because teens are sent out in pairs, if you need to cancel last minute, the job may not be able to be done if we cannot find a replacement.
- I can be reached at the phone numbers or at the e-mail below. I have voicemail if I'm not there. If it's after 3:00 on Friday, please call me on my cell phone.

General

- It is important to be on time and polite. Make sure to always let the senior know you've arrived and ask them for instruction.
- Please wear appropriate clothing for the job. For yard work, please bring a pair of work gloves and refrain from wearing open-toed shoes. Sneakers are suggested.
- Make sure you apply sunscreen and bring water if it is hot.
- Make sure you are dressed adequately (layers are good) for cold weather.
- The senior must be present for the entire time that you are working. If the senior is not home, or if they leave while you are working, you will have to stop working and leave.
- Initially, you will be sent out in pairs. After some time, if you have established a relationship with a senior, you may be able to work individually.
- For your safety, you **may not**:
 - Use lawn mowers
 - Use any stepladders higher than 6 feet tall
 - Use construction or demolition equipment
 - Use **any** sort of power tools (including chain saws, wood chippers or splitters)
- **If a senior asks you to do any of these things, even if you have parental permission, you may not perform the task. These guidelines are in accordance with the CT Department of Labor.**

Payment

- After you work, you should fill out a space on the timesheet included in this packet. Politely ask the senior to sign off on your hours, so that we can verify that you worked.
- Submit your timesheets to AHM before the end of the month so that I can make sure you are paid on time.
- You will get a check within 1 month from AHM Youth Services. Checks are submitted on a monthly basis. Please turn in your hours before the last Friday of the month.
- Please make sure to cash your check within 2 months of receiving it to keep AHM's bookkeeping up to date.

Contact information for program:

Kate Graham

Chores Program Facilitator

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