



Navigating Ollie — for Parents

Putting Ollie to work is easy! Whether you are looking for help or looking to help your teen, following this step-by-step guide will allow you to make the most of Ollie.

Step 1: Register

There are two ways parents can engage with Ollie: 1) If you are looking to hire teens for various jobs, subscribe to our quarterly or annual Parental Membership to start searching for teens right away; 2) If you are a parent of a teen, your teen begins the registration process. You'll then receive an email prompting you to subscribe and agree to the privacy policy and terms of service. Subscribing to our annual Teen Building membership will provide your teen with one year of all that Ollie has to offer: job listings and a resume like no other, complete with reviews.

Once you complete the registration process, your teen's account will become active, their profile will be published to the network, and they can begin applying to jobs. Along the way, you will have access to your teen's entire account by selecting your teen from the drop-down menu in the upper right corner of your dashboard (it's right under your name and profile picture).

Step 2: Create a job listing

This is your opportunity to make your first impression. Think of it as your sales pitch. How will you appeal to a teen to get the help you need? For ideas on how to write an attention-grabbing job posting, see our resources section here.

Step 3: Start surfing

From your dashboard, you can search Interests on the right side of the screen. These are teens that match the job postings you have created. Click on a teen to read their profile and learn more about them. If you want to inquire about their skill set or availability, send them a message.

Step 4: Chat

This is your chance to learn more about the teen in a secure environment. We encourage all Ollie users to keep personal information — such as age, email, phone, address — out of the chat room. Click [here](#) to read more about online safety.

Once you make a positive connection, we recommend an in-person interview in a safe location. Check out these parent interviewing tips to make the most if it.

Step 5: Book the gig

You've found the perfect teen, and now you're ready to hire! Ollie encourages teens to take the initiative on this front by adding the job to their calendar. Once they post the job to their calendar, you will receive a calendar invite. Accept the invite, and the job is booked. Teens must complete this process to activate reviews and build their online Ollie resume.

Step 6: Get it done

This is when the magic happens. Teens helping kids. Teens helping parents. Parents helping teens. It's a beautiful thing. Be sure to set clear expectations and a good example: the review process is around the corner.

Step 7: Share your experience

Once the job is done, you will receive an invitation to review the teen. Keep in mind, you will be reviewed as well: just one of the many ways Ollie builds in accountability and safety.