



Job Duties for Your Child

Below are starting ideas for jobs a minor can perform. Of course, some jobs are dependent on age and skills. Some jobs are a great way of learning new skills that can be applied to their education!

1. Janitor - cleaning, emptying trash, etc
2. Scan receipts and save them in digital format (google drive, dropbox, etc)
3. Have them put the PDF's in order and bookmark them
4. Model/photographer - take pictures of them and use the pictures in marketing material
5. Social Media - turn them loose on social media and having them learn FB ad strategy.
6. Shred documents
7. Document scanning
8. Data entry
9. Mailing -put stamps on envelopes, stuff envelopes
10. Travel agent - have them research and book your travel and conference flights, confirm reservations, etc
11. Filing and organizing paperwork/documents/contracts/files
12. Website administration
13. Website updating
14. Run errands - pick up office supplies, go to post office, etc
15. Answer phones
16. Front office hospitality
17. Marketing - Mailchimp newsletter or email campaign creation
18. Marketing - Social Media ads
19. Marketing - Graphic design
20. Marketing - Direct Mailing
21. Marketing - Birthday cards to client/patients
22. Research
23. Buying equipment and supplies