



Tallahassee Future Leaders Academy (TFLA) Summer 2021

The Tallahassee Future Leaders Academy (TFLA) employs summer TFLA Youth Leaders and TFLA Youth Ambassadors. The TFLA program will run for 7 weeks in 2021, beginning June 21 and ending August 6, offering part-time employment (120 hours for TFLA Youth Leaders).

TFLA provides employment and skills learning in several areas:

- Employment
- Job-readiness training
- College and career exploration
- Financial literacy
- Community impact
- Leadership
- Personal health and well-being

If you are employed in TFLA you will be working and interacting with other youth, actively participating, being mindful of deadlines and quality of work, and expected to complete all tasks each week.

COVID-19 Modifications

In 2020, TFLA was modified for COVID-19 as a completely virtual program, and the City of Tallahassee was acknowledged by the U.S. Conference of Mayors for TFLA's innovative program.

Summer 2021 will again require modification due to the pandemic; however some activities will be held in person, socially distanced, primarily outdoors, and using COVID precautions. Other learning and experiences will be remote, using a combination of whole group and small group meetings and learning, as well as independent, individual learning (virtually and in the community).

TFLA Eligibility

Eligibility for any TFLA role requires Youth meet all of the following criteria:

- Reside within the city limits, including youth who reside in the City's [Promise Zone](#)
- Be at least 14 years old, and be between the ages of 14 – 19 years*
- Complete the 9th grade by the end of the current school year*
- Not be enrolled in college, excepting dual enrollment in high school

* Youth Ambassadors must have at least 1 year of experience in TFLA, see job description for more details.

TFLA Application Dates and Eligibility

Please click on the job position to open the position description. Application steps are on the next page.

[TFLA Youth Ambassador](#) Applications – February 20 – March 5, 2021*

[TFLA Youth Leader](#) Applications – February 27 – April 2, 2021

*Last year's TFLA participants are aware of this new role, if a part of the 2020 TFLA Remind group.

TFLA Application Steps

1. Complete the City of Tallahassee Application

Complete and submit your application(s) **by the posted deadline**. You cannot be considered for TFLA without a current year application on file for the position(s), even if you complete the steps below. It is always a best practice to include a letter of application and resume when possible, especially for the Ambassador positions.

If you have applied before, you will login to your existing account and update / add. Contact HR with questions about accessing your account.

Link to City of Tallahassee employment page:

https://cotjobs.psft.talgov.com/psc/aplyonl/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB&Action=U&FOCUS=Applicant&SiteId=1

2. Complete the Supplemental Application

In the process of applying on the City of Tallahassee’s employment website, you will receive a link for the TFLA Supplemental Application (same application used by both TFLA Youth Ambassador and Youth Leader applicants). The supplemental application must be completed in one sitting (about 30 minutes). You cannot save your progress and come back to it.

In the supplemental application, you will be asked to respond to several open-ended questions found on the next page. You may want to type up your answers (e.g., in Word or Google Docs) so you can copy and paste your answers into the response box. These open-ended questions will take you the longest, but you can think about them and write your responses ahead of time.

Your answers help us make our selections and help us identify serious applicants. The expectation is not “perfect” answers – but we do want to see that you’ve given these questions and your responses some thought. As with the entire TFLA application, this should be your words (teen, not parent/guardian).

- [How did you hear about TFLA?](#)
- [Why should you be selected for TFLA?](#)
- [How can you help make the City of Tallahassee better?](#)
- [From reading about TFLA, how do you think you may gain from the opportunity that TFLA offers?](#)

Link to TFLA Supplemental Application: <https://www.surveymonkey.com/r/TFLA2021suppapp> & QR Code:



3. Register on TalentHub2030

Registration is a part of making application for either TFLA Youth Ambassador or TFLA Youth Leader applications. The instructions for registration are found on the following pages of this document, and you must include the registration code: **TFLA**.

Link to TalentHub2030 website: <https://www.talenthub2030.com/home>

4. Attend a Parent/Youth Information Session

In addition to the 3 steps above, you and your parent/guardian must attend an information session. These will be held virtually beginning in mid-March through mid-April. Email Tara.Huls@talgov.com after March 4 or see the meeting schedule noticed on the TFLA Facebook group. During the Parent/Youth Information Sessions, you will learn more about the schedule, expectations, and you will have a chance to ask questions.



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For More Information:

- TFLA Webpage: <https://talgov.com/employment/tfla.aspx>
- TFLA Public Facebook Group: <https://www.facebook.com/groups/196010567615252>
- Email: Dr. Tara Huls, Youth Development Coordinator at tara.huls@talgov.com

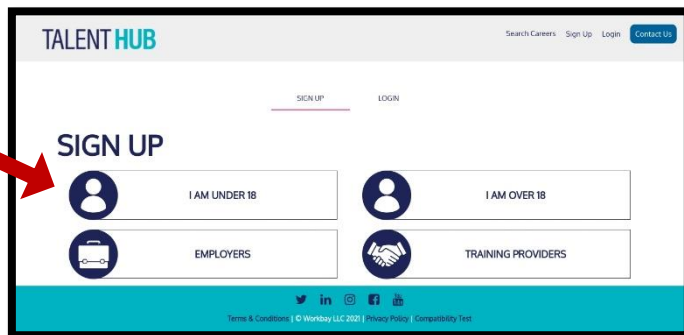


Registration Steps for TalentHub2030

1. Find a time to complete this registration **with your Parent/Guardian**. You will need your Parent/Guardian with you to complete this registration, because Parent/Guardian acknowledgement and agreement is required on the acknowledgement page. (If you are over 18, you can complete this registration without a Parent/Guardian.)
2. Go to web page: <https://www.talenthub2030.com/home>. Click on “Register Now” at the top of the home pages or scroll down to **“START YOUR JOURNEY TODAY”** and then click **“Register Now”**.



3. Under **“SIGN UP”** click **I Am UNDER 18** tile. (If you are over 18, please click that tile instead.)



4. Your Parent/Guardian will complete all fields on the registration page using **REGISTRATION CODE: TFLA**. Write down your password. (If you are over 18, you can complete this step without a Parent/Guardian.)



Individuals under 18 require permission from their Parent or Legal Guardian to take part in the TalentHub 2030 initiative

ABOUT YOU

First Name _____
Last Name _____
Email _____
Email is required
Confirm Email _____
Date of Birth MM/YYYY _____
Zip/Postal Code _____

SECURE YOUR ACCOUNT

Password _____
A password is required.
Confirm Password _____
Parent or Guardian's Phone Number (XXX) XXX-XXXX _____
Parent or Guardian's Email (Optional) _____
Registration Code (Not Required) TFLA _____

By checking this box I acknowledge and agree that I am the Parent or Legal Guardian of the named participant. I have reviewed the Terms of Use and Privacy Policy and I consent on behalf of the named participant to the Terms of Use and Privacy Policy, to the named participant's participation in the TalentHub 2030 initiative through the use of this site, and to the disclosure of the information provided by the named participant in the course of the named participant's use of this site.

[SIGN UP](#)

By signing up you agree to our [Terms of Use](#) and [Privacy Policy](#)

5. Make sure your Parent/Guardian clicks the **acknowledgement** box and then **sign up**, this will complete your registration.

ACCOUNT

Confirm Password _____
Parent or Guardian's Phone Number (XXX) XXX-XXXX _____
Parent or Guardian's Email (Optional) _____
Registration Code (Not Required) _____

By checking this box I acknowledge and agree that I am the Parent or Legal Guardian of the named participant. I have reviewed the Terms of Use and Privacy Policy and I consent on behalf of the named participant to the Terms of Use and Privacy Policy, to the named participant's participation in the TalentHub 2030 initiative through the use of this site, and to the disclosure of the information provided by the named participant in the course of the named participant's use of this site.

[SIGN UP](#)

By signing up you agree to our [Terms of Use](#) and [Privacy Policy](#)

6. You are then routed to TalentHub2030 log in page where you are now able to login using your credentials.

TALENT HUB Search Careers Sign Up Login [Contact Us](#)

SIGN UP LOGIN

LOGIN

Email _____
Email is required.

Password _____

[Login](#) [Forgot](#)

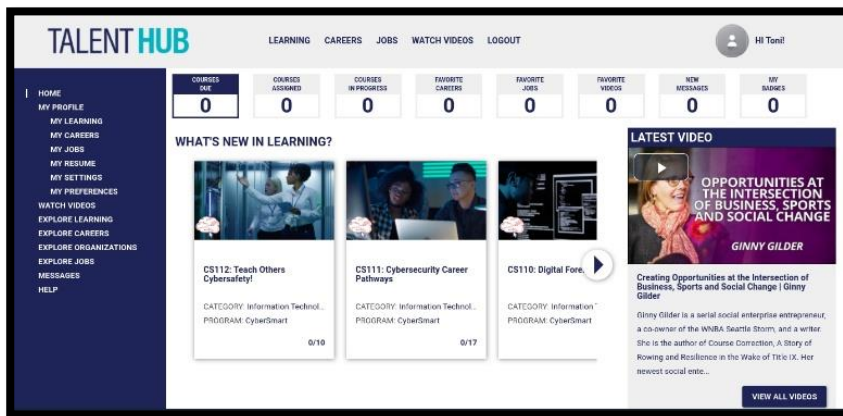
[I forgot my password.](#)

Terms & Conditions | © Workday LLC 2021 | [Privacy Policy](#) | [Compatibility Test](#)

7. Upon login, you will see many things that you can do from the dashboard. TalentHub2030 is open to anyone in the Tallahassee area. It is a place where you can apply for future jobs (part time, full time etc.) as well as learn.



While not exclusive to TFLA, TalentHub2030 will be used during TFLA 2021 and registration is part of the application process.



Trouble registering? If you have any trouble with your registration, or you forgot to add **TFLA** as your registration code, please contact:

Ms. Antonia Johnson: antonia.johnson@talgov.com Or

Dr. Tara Huls: tara.huls@talgov.com



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