

Youth in Government Summer Internship Program 2010

Internship Opportunities

Participant's Name: _____ *Phone Number:* _____

Please select your top three choices by numbering 1, 2, and 3 in the boxes below (4-page document).

Administrative Services – City Clerk’s Office Intern

Description of Assignments and Responsibilities

Assist with Mobile Home Panel Election, assembly of Council agenda packet, Public Records Act requests, and assist City Clerk at a Council meeting.

Desired Skills and Experience

- Basic knowledge of office machinery and technology
- Customer service

Internship location: Santa Clarita City Hall, Suite 304, 23920 Valencia Boulevard, Santa Clarita, CA 91355

Administrative Services – Finance Intern

Description of Assignments and Responsibilities

Assisting in sorting and mailing billings, electronically scanning reports, and filing financial documents.

Desired Skills and Experience

- Basic knowledge of office machinery and technology
- Filing
- Customer service

Internship location: Santa Clarita City Hall, Suite 295, 23920 Valencia Boulevard, Santa Clarita, CA 91355

Administrative Services – Transit Intern (Off-Site)

Description of Assignments and Responsibilities

Assist staff with marketing efforts and outreach, creation of fliers, draft e-mails, data entry, and helping with the bus pass sale management.

Desired Skills and Experience

- Public speaking
- Data entry
- Customer service

Internship location: Santa Clarita Transit Facility, 28250 Constellation, Santa Clarita, CA 91355

City Manager’s Office – Economic Development Intern

Description of Assignments and Responsibilities

Assist with all facets of economic development; film, tourism, sponsorships, business attraction, and business retention.

Desired Skills and Experience

- Computer and phone skills
- Internet-based research
- Self-starter
- Organized
- Customer service

Internship location: Santa Clarita City Hall, Suite 100, 23920 Valencia Boulevard, Santa Clarita, CA 91355

Youth in Government Summer Internship Program 2010

Internship Opportunities

Participant's Name: _____ Phone Number: _____

City Manager's Office – Santa Clarita WorkSource Center Intern (Off-Site)

Description of Assignments and Responsibilities

Assist staff with the day-to-day operations.
The Center's focus is to provide a workforce development system by bringing Job Seekers and Employers together in one place.

Desired Skills and Experience

- Must be 18 years old and above
- Customer service

Internship location: College of the Canyons, University Center, 26455 Rockwell Canyon Road #250, Santa Clarita, CA 91355

Community Development – Planning Intern

Description of Assignments and Responsibilities

Intern will gain hands-on experience on the day-to-day operations of the Planning Division, and will assist staff with various projects.

Desired Skills and Experience

- Able to use office machines
- Energetic and motivated
- Customer service

Internship location: Santa Clarita City Hall, Suite 302, 23920 Valencia Boulevard, Santa Clarita, CA 91355

Los Angeles County Fire Department Intern (Off-Site)

Description of Assignments and Responsibilities

Assignments and responsibilities will be Communications/Public Relations-related. Use of personal laptop computer for flyer design.

Desired Skills and Experience

- Computer skills
- Basic knowledge of graphic design
- Customer service

Internship location: LA County Fire Station 73, 24875 Railroad Avenue, Santa Clarita, CA 91321

Los Angeles County Sheriff's Department Intern (Off-Site)

Description of Assignments and Responsibilities

Assist with the fingerprinting, Desk operations/911, Detective bureau, get a Station tour, and participate in a Ride-a-long with a Deputy.

Desired Skills and Experience

- Interest in law enforcement
- Customer service

Internship location: Santa Clarita Sheriff's Station, 23740 Magic Mountain Parkway, Santa Clarita, CA 91355

Youth in Government Summer Internship Program 2010

Internship Opportunities

Participant's Name: _____ *Phone Number:* _____

Parks, Recreation, and Community Services – Administration Intern

Description of Assignments and Responsibilities

General administrative tasks, which include research, data collection, analysis, and other administrative tasks.

Desired Skills and Experience

- Strong communication skills
- Strong computer skills
- Enthusiastic learner
- Creative thinker
- Customer service

Internship location: Santa Clarita City Hall, Suite 120, 23920 Valencia Boulevard, Santa Clarita, CA 91355

Parks, Recreation, and Community Services – Arts and Events Office Intern

Description of Assignments and Responsibilities

Assist staff with research project, collecting data, writing proposal, and giving recommendations.

Desired Skills and Experience

- Enthusiastic learner
- Computer skills
- Internet-based research
- Customer service

Internship location: Santa Clarita City Hall, Suite 120, 23920 Valencia Boulevard, Santa Clarita, CA 91355

Parks, Recreation, and Community Services – Aquatic Intern (Off-Site)

Description of Assignments and Responsibilities

Assisting staff with research for upcoming projects, tracking and filing of paperwork, working with the budget, and job shadowing the lifeguards.

Desired Skills and Experience

- Able to use office machines
- Able to work outside in the heat
- Basic math
- Organized
- Customer service

Internship location: Santa Clarita Aquatic Center, 20850 Centre Pointe Parkway, Santa Clarita, CA 91350

Parks, Recreation, and Community Services – Community Center Intern (Off-Site)

Description of Assignments and Responsibilities

Assist staff with front counter assistance, filing, copying, greeting customers, and other duties, as assigned.

Desired Skills and Experience

- Public speaking
- Personable
- Bilingual (Spanish preferred)
- Customer service

Internship location: Newhall Community Center, 22421 Market Street, Santa Clarita, CA 91321

Youth in Government Summer Internship Program 2010

Internship Opportunities

Participant's Name: _____ **Phone Number:** _____

Parks, Recreation, and Community Services - Community Services Division Intern (Off-Site)

Description of Assignments and Responsibilities

Assist with the day-to-day operations and various programs: Emergency Preparedness, Volunteers, Community Outreach, Graffiti, Family Education, and more.

Create and assemble a video segment for the City show, "This Week in Santa Clarita." Intern may be on camera or behind the scenes.

Desired Skills and Experience

- Computer and phones skills
- Internet-based research
- Must be comfortable speaking and being in front of camera
- Customer service

Internship location: Santa Clarita Activities Center, 20880 Centre Pointe Parkway, Santa Clarita, CA 91350

Parks, Recreation, and Community Services – Parks Planning Division Intern

Description of Assignments and Responsibilities

Intern will gain hands-on experience on the day-to-day operations of the Parks Planning Division, and will assist staff with various projects.

Desired Skills and Experience

- Computer skills
- Enthusiastic learner
- Customer service

Internship location: Santa Clarita Activities Center, 20880 Centre Pointe Parkway, Santa Clarita, CA 91350

Public Works - Traffic Division Intern

Description of Assignments and Responsibilities

Assist staff with field work, work orders, design assistance, analysis assistance, and filing.

Desired Skills and Experience

- Computer skills
- Organized
- Team player
- Customer service

Internship location: Santa Clarita City Hall, Suite 302, 23920 Valencia Boulevard, Santa Clarita, CA 91355