

COUNTY OF YOLO
Summer Intern

V.I.P. ACCESS ONLY

DEPARTMENT GUIDE

County of Yolo High School Summer Intern Program

PROGRAM GOAL

The High School Summer Intern Program enhances Yolo County's recruitment and retention efforts by viewing interns as potential new hires who are worth cultivating. The intern program is a way to create a new pool of young workers who have already been exposed to working in government. Our ultimate goal is for student interns to remember their positive experience with Yolo County and seek regular employment with us upon graduation from high school and/or college.

PROGRAM DESCRIPTION

The High School Summer Intern Program is an eight week program open to Yolo County residents age 15 to 19 and was developed to attract young people to local government careers. This will be achieved through learning activities designed to introduce students to county government, the services it provides, and the benefits of public employment. As part of the program, students will be placed into assignments in county departments that match their future career and college goals. All internships are part-time and hours are flexible in order to meet the needs and desires of students and their families during the summer months. In addition, students earn hours toward the forty (40) hour community service graduation requirement.

The program has been carefully designed to ensure participants remain excited, engaged and supported throughout the program. Key elements of the program include:

Human Resources Mentors. Human Resources Department staff at every level serve as mentors to intern program participants. Each student is assigned a single mentor, and HR mentors are assigned more than one mentee. The role of the HR mentor is to provide the student with a personal connection and support to complete the program. Mentors will check in with their assigned mentees on at least a weekly basis, will ensure all students are made welcome at weekly learning activities, and will encourage the students to make connections with other program participants. Most importantly, mentors are local government ambassadors who are excited to share their passion about choosing a career in local government.

Weekly Learning Activities. Every week of the program includes a student activity. The first week is a mandatory intern orientation and the last week of the program is a closing recognition ceremony. For the intermediary weeks, six different learning activities are scheduled to emphasize different County values and teach participants about the services and functions of the County, personal responsibility, decision making, leadership and innovation in government, the benefits of public employment, and job search and interviewing skills. Students are expected to attend at least four of the six weekly learning activities to be considered full participants of the program.

Department Placements. In addition to the weekly learning activities, students are placed into "jobs" in county departments. Students are expected to participate in

department assignments a minimum of five hours per week. The department contact for each intern assignment is responsible for orienting the student intern to the local government workplace, overseeing the student's work, and recognizing the student for his or her contribution.

Communication. There are several ways that information about the program will be shared. There is a High School Intern Program webpage on our County website designed to share any program updates as well as supply department contacts with needed forms. A tailored e-mail message will also be sent on a weekly basis to department contacts, and a weekly e-mail message with announcements and updates will be sent to HR mentors. An article will also be placed in the county-wide employee newsletter, and press releases will be sent to local media.

Rewards and Recognition. Continuous rewards and recognition are embedded in the program. There will be weekly raffle prizes for those in attendance at learning activities, and a weekly "Super Star" award will be presented to interns from nominations received by department contacts. A closing recognition ceremony is also planned for the last week of the program where students will be presented with certificates of participation, and Human Resources will provide students with a formal letter that details the student's individual achievements during the program.

High School Summer Intern Program
Calendar of Events

Week	Date	Location/Time	Value Focus	Event	Description
1	June 13	Erwin Meier Admin Building 625 Court Street Woodland - Atrium Training Room 6:00 p.m. to 8:00 p.m.		Orientation - MANDATORY	Students will receive department assignments and an orientation that includes information about program requirements, time reporting, county policy information and expectations of students. Photos for ID badges will be taken, HR mentors will be introduced, and the calendar of events will be discussed.
1	June 14	Various departments 9:00 a.m.		Students begin work with their assigned department.	
2	June 21	Harris Park, Woodland 6:00 to 7:30 p.m.	Service	Learning Activity: County Department Scavenger Hunt	This activity takes students on a scavenger hunt to nine different county departments within a two block radius. Students will work in teams and gather information about the services provided by each department. The department information must be assimilated into a completed word puzzle in order to complete the mission and win a prize. The activity serves as a teambuilding exercise and teaches students about the services provided by local government.
3	June 28	Herbert Bauer Public Health Building 137 N. Cottonwood Street Woodland - Conference Room 11:00 a.m. to 1:00 p.m.	Performance	Intern-Facilitated Panel Discussion: Public Service as a Career Choice	Students will have the opportunity to question a panel of County leaders, both elected and appointed, about careers in public service. The leaders will discuss their education and experience path leading to their career in government, the rewards of public service, and challenges facing county/government employment in the future.

Week	Date	Location/Time	Value Focus	Event	Description
4	July 5	Erwin Meier Admin Building 625 Court Street, Room 101 Woodland 9:00 a.m. to 1:30 p.m.	Integrity	Tour of the State Capitol with Supevisor Provenza	Supervisor Provenza will be hosting a guided tour of the State Capitol, as well as making an informal presentation about the purpose of government at the State and local levels.
5	July 12	Location TBD 9:00 a.m. to 1:00 p.m.	Responsibility	Learning Activity: Investing in the Community	Students will participate in a hands-on activity that provides an opportunity to invest in the beautification of their local natural environment.
6	July 19	Sheriff's Department 2500 East Gibson Road Woodland 10:00 a.m. to 12:00 p.m.	Innovation	Presentation & Tour: Yolo County Coroner's Division and Morgue	During the first 45 minutes, students will be given a presentation on the functions of the Coroner Division by County Coroner Robert LaBrash followed by a tour in the second part of the session.

Week	Date	Location/Time	Value Focus	Event	Description
7	July 26	Department of Employment and Social Services 25 N. Cottonwood Street Woodland - Clarksburg Room 10:30 a.m. to 12:30 p.m.	Teamwork	Learning Activity: Job Search Workshop	This session will provide training to students on job search and interviewing skills. Students will take home a CD containing resume templates.
8	Aug 4	Erwin Meier Admin Building 625 Court Street, Room 101 Woodland - Atrium 5:30 p.m. to 6:30 p.m.		Closing Ceremony	Students receive individual recognition for participation in the program during an evening ceremony. Cake and punch will be served.