

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. The ultimate goal is for student interns to remember their positive experience with this program and seek regular employment with the County of Yolo and/or a City agency in Yolo County 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 and/or city 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:

Department Placements. 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 liaison for each intern assignment is responsible for orienting the student intern to the local government workplace, overseeing the student's work, recognizing the student for his or her contribution, and maintaining communication with HR regarding how the intern's performance, department questions, and/or requests for support.

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.

Communication. There are a number of 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 weekly e-mail message with announcements and updates will also be sent to department liaisons. Please feel free to contact the Program Coordinator, Jenny Brown, directly at (530)666-8328 or by email at [jenny.brown@yolocounty.org](mailto:jenny.brown@yolocounty.org) with any additional questions.

Rewards and Recognition. Continuous rewards and recognition are embedded in the program. There will be prizes for those in attendance at weekly learning activities, and a weekly "Super Star" award will be presented to interns as a result of 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. Families of the interns, department liaisons, and community partners are all invited to attend this event.