



## Summer Civic Career Program

In an effort to share with students the many municipal career opportunities, The City of Rocklin has partnered with the Rocklin Educational Excellence Foundation and the Rocklin Unified School District to develop the Summer Civic Career Program. This program will allow students to make important contributions to the City while participating in a challenging and rewarding work experience.

During the three week program, running from June 12 – 29, 2017, students will be placed in departmental groups within the City of Rocklin based upon their skills and interests and will assist City officials and employees with a variety of tasks and projects. The program will run daily, Monday through Thursday, for 4 hours each day. Students will be required to attend a program orientation on Tuesday, May 16 at 3:30PM in the City of Rocklin Council Chambers. Please see the following page for description of each department.

Participating students must be at least 16 years of age; a senior for the 2017-18 school year, not yet graduated from high school, and eligible to obtain a work permit. Students must also have reliable transportation as tardiness and absence will not be tolerated.

Throughout the program, students will be required to keep a journal and share entries in weekly group discussions with all participating students. Participants will be asked for feedback on their experience in an effort to continuously improve the program. At the conclusion of the three weeks, participants will submit their journal, a thank you letter to their supervisor, and an essay no longer than 500 words describing what they have learned and how it will benefit their future.

Upon successful completion of the program, Rocklin Educational Excellence Foundation (REEF) will award each student a \$500 scholarship. The scholarships will be presented to students at the Rocklin City Council Meeting on September 12, 2017.

**APPLICATIONS FOR THE PROGRAM ARE DUE TO YOUR**

**HIGH SCHOOL'S COLLEGE AND CAREER CENTER**

**BY 8AM ON MARCH 27, 2017.**

## Job Descriptions by Division

**Events and City Administration:** (8am-12pm, This program will require some evenings in the parks.)

Students will gain knowledge and learn the basic skills of business and administration in multiple City Departments. You will learn and perform basic customer services skills, administrative and finance techniques, and experience administration in several City departments. Students will work with staff from the following departments: Finance, Community Development, IT, Communications, Fire, City Clerk, and Event Tourism.

**Landscape Maintenance:** (7am – 11am)

Students will spend time in the outdoors working with personnel in our Park and Landscape divisions. You will receive hands on experience with the different stages of planning, construction, and maintenance at our parks and landscape areas.

**Fleet Maintenance:** (7am – 11am)

Students will work alongside Master ASE Certified Mechanics assisting in our fleet division on multiple types of vehicles and equipment. You will receive hands on experience maintaining, repairing, inspecting, and cleaning vehicles.

**Construction and Building Maintenance:** (7am – 11am)

Learn about the field of facilities maintenance and construction. Students will work alongside our maintenance and construction teams in planning, development, and maintenance. Examples of duties might include remodeling of an existing building, troubleshooting heating and air conditioning issues, assisting with department work orders, or performing daily maintenance.

**Municipal Engineering:** (8am – 12pm)

Municipal Engineering combines many of the different types of Civil Engineering; Structural, Geotechnical, Transportation, Water, and Sewer together to design and maintain the City's infrastructure. Students will conduct surveying, visit development sites, inspect infrastructure projects, as well as meet with engineering consulting firms.

**Environmental Services and Mapping (GIS):** (8am – 12pm)

Come spend a couple weeks working with the Environmental Services team and receive hands on experience with water testing, open space preserve inspections, and the grazing program. Students will also work with the Geographic Information Systems Division (GIS) to build real-time, interactive maps for City projects and public education. You will create living maps and graphics that help today's leaders make informed decisions; you will also use GPS tools to locate City assets.

## Program Application

### APPLICANT INFORMATION

Name: \_\_\_\_\_ School: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email address: \_\_\_\_\_

Shirt Size (circle one): XS S M L XL XXL XXXL

### PARENT INFORMATION

Name: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email address: \_\_\_\_\_

### ELIGIBILITY/AVAILABILITY

Are you eligible to obtain a work permit? \_\_\_\_\_

Are you available to work every Mon.-Thurs., 8am-12pm from June 12<sup>th</sup> – 29<sup>th</sup>? \_\_\_\_\_

If selected, how will you get to work?

My own car \_\_\_\_\_ Public Transportation \_\_\_\_\_ Someone else will drive me \_\_\_\_\_

If someone will be driving you, please list their name(s) and contact number(s):

### DEPARTMENT CHOICE

Before selecting departments to apply to, please **carefully** read their descriptions on page two of this application.

Department Choice: \_\_\_\_\_

Alternate: \_\_\_\_\_

### SUPPLEMENTAL QUESTIONS

Please answer each of the following questions in 100 words or less. Answers should be typed on a separate page and attached.

1. Tell us about your most meaningful community service experience.
2. Why are you interested in the department that you selected?
3. What skills or qualities do you have that will make you a good fit for your chosen department?

**Please attach a copy of your unofficial transcript and community service report**