



BAKERSFIELD

THE SOUND OF *Something Better*

**Youth Jobs Program
Summer High School Internship
2024
Application Packet**

KERN COMMUNITY
FOUNDATION

Growing community.
Growing philanthropy.

City Hall Summer Internship Program

Program Overview

Thank you for your interest in the City Hall Summer Internship Program!

The City Hall Summer Internship Program is an eight-week, paid summer internship where high school youth will work part-time with City Departments on important projects and initiatives. As a pipeline to a career in public service, high school students will shadow an employee at participating Departments and help with administrative duties including typing material from copy or draft, receiving, and routing correspondence, maintaining simple operation records, analyzing data, and assisting with program management. Youth will receive career development services from the Kern Community Foundation including regular professional workshops, travel stipends, mentorship, and field trips.

Eligibility

To be eligible for this program, applicants must:

- Be a current high school student or 2024 high school graduate;
- Be available to work no less than 20 hours per week;
- Have a work permit;
- Have a Social Security Number (SSN); and
- Have a strong desire to serve their city and community!

Internship Requirements & Duration

All participants under 18 years of age on their start date must obtain a work permit. Internships shall take place from Monday, June 17, 2024, through Friday, August 9, 2024. Interns are expected to work 20 hours per week, Monday – Friday, from 8 AM to 5 PM PST. Schedules will be determined by Department Supervisors. Below are important program dates to consider before applying:

June 17, 2024	First Day of Work & Orientation
July 8-12, 2024	Mid-Program Evaluations
August 9, 2024	Last Day of Work

Application Process

The City Hall Summer Internship Application opens on Friday, April 5, 2024. Applications and resumes are due on Friday, May 3, 2024, at 11:59:59 PM PST. The hiring process will include a review of the applications and resumes as well as a 30-minute panel interview. The timeline below highlights key application dates. Before applying, please ensure you will be available during those dates and times.

Application Dates

April 5, 2024	Application Released
May 3, 2024, @ 11:59:59 PM	Application Closes
May 6 – 10, 2024	Applications Review
May 13 – May 24, 2024	Panel Interviews
May 28, 2024	Decisions Mailed and Eligibility Confirmed

Compensation

Interns will be paid \$18.00 an hour and be provided with all-inclusive fringe benefits including worker's compensation.

Submission and Questions

Applications and resumes are due to the Kern Community Foundation by Friday, May 3, 2024, at 11:59:59 PM. If you have any questions, please reach out to the Kern Community Foundation at 661-325-5346 or jobs@kernfoundation.org. Please email your application as one Microsoft Word or PDF packet to jobs@kernfoundation.org. If you plan to mail or drop off your application, please send it to:

ATTN: Rashha Rohina
Kern Community Foundation
5701 Truxtun Ave, Suite 110
Bakersfield, CA 93309

1. Application Checklist

The following application checklist will help guide you in submitting a completed application. Please ensure all documents (except for the Recommendation Form) are included in the application.

Check-Off	Items
	1. Application Checklist (this form)
	2. Resume
	3. Application
	4. Recommendation Form
	5. High School Work Permit (if under 18)
	6. Certification

2. Resume

Please submit a one- to two-page resume outlining your relevant education and work experience. If you do not have a resume, you may use the resume template below:

First Name Last Name

Address | City, State, Zip | (XXX) XXX-XXXX | Email Address

EDUCATION

Bakersfield College | Bakersfield, CA

Class of 2025

Dual Enrollment: Industrial Automation, Fire Tech

Bakersfield High School | Bakersfield, CA

Class of 2026

High School Diploma

GPA: 3.5

WORK EXPERIENCE

Costco | Bakersfield, CA

January 2023 – December 2023

Customer Service Associate

25 hrs. / wk.

- Assists 500 customers daily with item purchases, exchanges, and returns
- Stock hundred of pallets per week and received Employee of the Month award for Southwest location

Fastrip | Bakersfield, CA

January 2023 – December 2023

Front Desk Associate

10 hrs. / wk

- Processed hundreds of transactions and engaged with clients
- Sweep, mop, and clean store dozens of times at the request of supervisors

TECHNICAL SKILLS, TRAININGS, AND CERTIFICATIONS

- 100 hours of Occupational Health & Safety Agency Training (OSHA)
- Food Handler's Certificate, May 2020

3. Application Form

Section A: Applicant Information

Last Name**First Name****M.I.**

Cell Phone**Email Address**

Address**City****ST****ZIP****Date of Birth (MM/DD/YYYY):** _____**Income Level:**

Annual Household Income: _____ Household Size: _____

Academic Plans (Please select all that apply):☐ College / University ☐ Trade School ☐ Other Postsecondary Program ☐ Not Sure**Career Plans (Please select all that apply):**☐ Public Service / Government ☐ Private Sector ☐ Non-Profit ☐ Not Sure

High School Information

High School: _____

Anticipated Year of Graduation: _____ GPA: _____

Class Level:☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Extracurricular Activities:

Please list up to five extracurricular or after-school activities you have been involved in. This may include working another job, participating in sports, school clubs, volunteering, etc. Please include a brief description of the activity, including the activity's name, your role, and when you performed that activity. For example:

"Volunteered with the Boys and Girls Club from January 2022 to May 2022 for 1 hour per week."

1. _____

2. _____

3. _____

4. _____

5. _____

Hard Skills (Please circle all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Adobe Products | <input type="checkbox"/> Mapping Software | <input type="checkbox"/> Social Media Experience |
| <input type="checkbox"/> Coding | <input type="checkbox"/> Data Visualization | <input type="checkbox"/> Website Creation |

Soft Skills (Please circle all that apply):

- | | | |
|---|---|--|
| <input type="checkbox"/> Time Management | <input type="checkbox"/> Active Listening | <input type="checkbox"/> Organized |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Great Communicator | <input type="checkbox"/> Detail-Oriented |
| <input type="checkbox"/> Customer Service | | |

Emergency Contact Information

Name

Phone

Email

Section B: Question & Answer

The following questions will help the City of Bakersfield learn more about you. Your responses to these questions will not have a negative impact on your application. Please answer as truthfully as possible.

Have you participated in an AmeriCorps Program?

☐ Yes

☐ No

Have you had difficulty finding employment?

☐ Yes

☐ No

Section C: Department Preference

The City of Bakersfield has vacancies in the following Departments:

City Clerk: The City Clerk's Office administers democratic processes including elections, access to City records, manages public inquiries and relationships, and ensures compliance with federal, state, and local statutes. Summer Interns will help the City Clerk file administrative documents, prepare meeting agendas and minutes, and ensure ordinances are codified into the Municipal Code.

City Manager's Office: The City Manager's Office is responsible for the day-to-day operations of the City, development of the City budget, and putting the City Council's goals and policies into action. Summer Interns will help staff prepare reports, gather data, and report-back to Council.

Development Services: The Development Services (DS) Department provides professional and technical services, through its Planning and Building Divisions, that facilitate and develop Bakersfield's reputation as a sustainable and thriving community. Summer Interns will help DS quickly connect residents and developers to key services and provide administrative support to City projects.

Economic & Community Development: The Economic and Community Development Department (ECD) works to initiate the improvement of quality neighborhoods; help ensure a sound economic base for the community and help increase the quality of life for residents within the City of Bakersfield. Summer Interns will help ECD meet its community partnership and engagement goals by providing administrative support, expanding economic opportunities for business and residents, and serving as resource to staff.

Finance: The Finance Department efficiently and effectively maintains the fiscal integrity of the City of Bakersfield in support of the goals of both the City Council and all City Departments. Summer Interns will help Finance provide the best service possible across their four divisions: Accounting and Finance, Treasury, Purchasing, and Property Management.

Fire: The Bakersfield Fire Department (BFD) is a multi-dimensional public safety organization that protects, engages, and inspires a safe community. BFD provides fire suppression, emergency medical services, heavy and technical rescue, hazardous materials mitigation, water resources, and other life safety services. Summer Interns will help BFD with administrative tasks including internal and external reports, service requests, and ride-alongs.

Police: The Bakersfield Police Department (BPD) partners with the community to protect the lives and property of the City of Bakersfield. Summer Interns will help BPD with administrative duties, reports, and data collection.

Public Works: The Public Works Department (PW) is responsible for the design, construction, renovation, and operation of public projects in the City of Bakersfield. Summer Interns will help PW report on grants, process paperwork, and deliver exceptional customer service to City residents.

Recreation & Park: The Recreation and Parks Department (Parks) enhances the quality of life of Bakersfield through a variety of programs, parks, and partnerships. Summer Interns will help Parks provide public amenities, report to the Council on expenditures, and address resident concerns.

Technology Services: The Technology Services Department (TS) is dedicated to enhancing efficiencies through research, education, and driving strategic digital transformation within the City. Summer Interns will help TS produce Council reports, address HelpDesk tickets, analyze data, and process paperwork.

Water Resources: The Water Resources Department works closely with the California Water Service to manage the City's Kern River water rights, regulate, distribute, and record-keep operations, and provide drinking water to local residents and businesses. Summer Interns will help Water monitor the conditions of the City's water usage, report to the Council, and analyze data.

In order of preference, please list the top 5 City Departments you are most interested in working for (1 = Most)

Rank	Department
1	
2	
3	
4	
5	

Section D: Short Responses

Personal Statement: Why are you interested in the City Hall Summer Internship Program? What qualities will you bring to the program? What do you hope to gain from this program? (500 words or less)

Policy Problem: The Mayor would like to address important issues in the community. Please identify and define a current public policy problem that you believe has an impact on the City of Bakersfield. State the issue clearly and factually, and describe any proposed policies, programs, or initiatives that will address the problem (500 words or less).

Statement of Adversity: Tell us about a time you faced adversity and how you overcame it. Please describe any challenges along the way including but not limited to your age, employment status, household income, socio-economic background, disability, or other hardships (500 words or less).

4. Recommendation Form

Student: Please fill out the first two lines of this recommendation form, and give it to a coach, mentor, or advisor to submit on your behalf. Be sure to give them enough time to submit a great recommendation and follow up to make sure they submit it before Monday, May 6, 2024, at 11:59:59 PM deadline. Letters cannot be from family members.

Recommender: Thank you for taking the time to complete this form. Please fill out the "Requested Information" and send the completed form to jobs@kernfoundation.org before Monday, May 6, 2024. Please contact Michelle Dambaev-Tieu from the Kern Community Foundation at michelle@kernfoundation.org if you have any questions. If you wish to mail the recommendation, please ensure it is post-marked by 5 PM, Monday, May 6, 2024, and mailed to:

ATTN: Rashha Rohina
Kern Community Foundation
5701 Truxtun Ave, Suite 110
Bakersfield, CA 93309

Applicant Information *(Student Fills Out)*

Last Name	First Name	MI
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School Name	Grade
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Requested Information *(Recommender Fills Out)*

Last Name	First Name	MI
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Title	Phone	Email
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1. How long have you known this applicant and in what context? *(300 words or less)*

2. What are the first words that come to mind when describing this student, and why?
(300 words or less)

3. The City of Bakersfield plans to place Fellows in one of our departments including Animal Care Center; City Attorney; City Clerk; City Manager's Office; Development Services; Economic & Community Development; Finance; Human Resources; Police; Public Works; Recreation & Park; Risk Management; Technology Services; and Water Resources. Where do you see this applicant excelling and why? (300 words or less)

4. On a scale of 1 to 7, how strongly would you recommend this student for the City Hall Summer Internship Program:

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

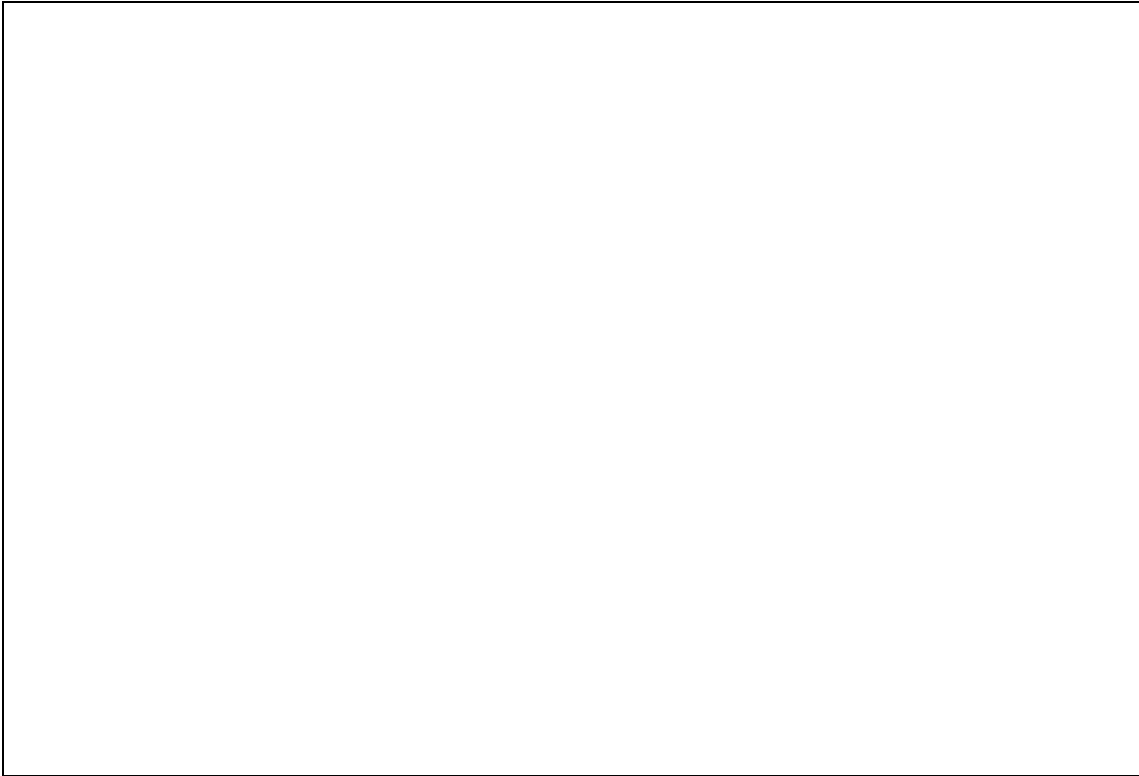
☐ 7

Do Not Recommend

Neutral

Strongly Recommend

5. Additional Comments:



Printed Name

Date

Signature

Date

5. Acknowledgment of High School Work Permit (if under 18)

Students under the age of 18 are required to submit a Work Permit prior to their first day of employment. Work Permits can be obtained by speaking to your high school counselor, and/or your Career Center. Please check one of the two boxes.

☐ If offered a Summer Internship with the City, I will submit a signed and completed work permit before my first day of work.

☐ I do not need a work permit because I will be 18 years or older by 8 AM, Monday, June 17, 2024.

6. Certification

I, _____, understand that any misstatements, misrepresentations, or omissions of fact contained herein may be grounds for denial or termination of intern placement.

Printed Name

Date

Signature

Date