

City of Rocklin

Summer Civic Career Program

In an effort to share with students the many municipal career opportunities, The City of Rocklin has partnered with 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 16-July 3, 2014, students will be placed in one of six departments 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 from 8:00AM – 12:00PM. Students will be required to attend a program orientation on Monday, May 19 at 2:00PM 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, not yet graduated from high school, and eligible to obtain a work permit. Students must also have reliable transportation as tardiness or absence may result in dismissal from the program.

Once a week, students will meet with the program coordinator to discuss weekly experiences and expectations. This will require at least one reflective journal write per week. This written reflection along with student feedback at the weekly meetings will help the city and school district collaborate to make the program stronger for future students. 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, The City of Rocklin will award each student a \$500 scholarship. The scholarships will be presented to students at the City Council Meeting on September 9, 2014.

Applications for the program are due to the College and Career Center by 3pm on April 11, 2014.

Job Descriptions by Department

Recreation:

Students will gain knowledge and learn the basic skills that the recreation staff performs on a daily basis. You will learn basic customer services skills, administrative and finance techniques, and provide assistance at the recreation office front counter. In addition, you will work with program supervisors and coordinators in the following program areas; special events, child care, sports, facility rentals and community programming.

Parks/Landscapes:

Students will spend time in the outdoors working with personnel in our park and landscape divisions. You will receive valuable information on how parks and community development happens as well as hands on experience with the different stages of planning, construction and maintenance at our parks and landscape areas.

Construction and Facility Management:

Learn about the exciting field of facilities management from the planning and development phase of a building or area through the project management, construction and maintenance stages. Examples could be the remodel of an existing building, troubleshooting heating and air conditioning issues, assisting other departments work orders, or performing daily maintenance.

Construction Management/Inspection

Come and see what is involved with the managing both the big and small construction projects here in the City of Rocklin! From the Whitney Ranch Interchange project to roadway resurfacing projects. Learn what is involved in managing a construction project from its beginning on paper to the completed construction product. See why the City takes the low bidder on a job and why good inspectors are needed to protect the City's investment. Come and learn what skills the City looks for when hiring those in the construction management field.

Municipal Engineering

You've never heard of Municipal Engineering? Come and see what it is all about. 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. Well maintained roads? The ability to have clean drinking water? When it goes down the drain where does it go? Come and find out what it is all about!

Environmental Services and GIS

Do you like the great outdoors, even the great urban outdoors? Do you know what makes it all great? Come spend a couple weeks with us to see how you can make a difference and find a career in field that focuses on the protection of our natural and man made resources. Environmental Services will help you see what challenges are faced within an urban ecosystem, maybe you have the solution? This course will also allow you to look into the world of GIS! Don't know what GIS is? Come and find out! Here is a hint, take any list or database, and create living maps and graphics that help today's leaders make informed decisions! Come and see how you can put your computer skills to the test in whole new way!

City of Rocklin – Summer Civic Career Program Application

APPLICANT INFORMATION

Applicant name:

Applicant school:

Applicant date of birth:

Applicant cell #:

Applicant email address:

Applicant Shirt Size:

Parent name:

Parent cell #:

Parent email address:

ELIGIBILITY/AVAILABILITY

Are you eligible to obtain a work permit?

Are you available to work **every** Mon.-Thurs., 8am-12pm from June 16-July 3?

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 and contact number:

DEPARTMENT CHOICE

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

Please select your **first** choice department:

Please select your **second** choice department:

Please select your **third** choice department:

EXPERIENCE

In the space provided, please list any experiences, skills or qualities that you have that would make you a good candidate for this program:

PLEASE WRITE A SHORT 200-250 WORD ESSAY DESCRIBING YOUR INTEREST IN THE PROGRAM AND HOW IT RELATES TO YOUR FUTURE GOALS.