



**City of Winters
Internship Program
2018**

Assignments:

Interns will be assigned a specific project from one of the following:

See attached spreadsheet.

Additionally, the Interns will work on two collaborative group project which will be the Housing Report and the General Plan Sustainability Element.

At the end of the 12 weeks, interns will be required to provide the following:

1. Completed Work Assignments- This will include a file/binder with all documentation and a complete report on their project to be turned over to their supervisor.
2. Staff Report on the project to the City Council or Planning Commission
3. Presentation to the City Council or Planning Commission
4. Participate in a personal interview with City Staff members.

Work Week:

- 12 weeks from June - August
- 25 hours per week- 5 hours per day.
- 9-3 except for days with Public Works which will vary

Key Tasks During the Internship:

- Public Works- One day each week, all interns will work with public works.
- Fire- All interns will attend at least two "drill nights" with the Winters Fire Department and participate in drills and training.
- Police- All interns will participate in one ride along with the Winters PD and one sit along with the Yolo Communications (911 Dispatch Center).
- All interns will participate in a reading group and read the *"Seven Habits of Highly Effective People"*.
- Attend two City Council and Planning Commission Meetings. Two Staff Meetings
- Department Interviews- Each intern will meet individually with Department and Division Heads for the following functions:
 - Police/Fire
 - Finance
 - Housing
 - Water/Wastewater
 - Public Works
 - Community Development
 - Administrative Services
- Resume Development- All interns will develop a professional resume
- Presentation skills- Each intern will work on the development of presentation skills and will be required to give one presentation before both the City Council or the Planning Commission.
- Interview skill preparation