



MEMORANDUM

To: CITY OF NORTH MIAMI STUDENTS
AGES 16 AND OLDER

From: KHALID SALAHUDDIN, Recreation Supervisor
On behalf of the YOUTH OPPORTUNITY BOARD

Date: March 19, 2012

RE: 2012 SUMMER INTERN PROGRAM

The Youth Opportunity Board of the City of North Miami is once again recruiting students for placement in paid internships with the City this summer. The internships will allow selected applicants an opportunity to learn and become involved in the workings of local government.

All currently enrolled high school students who are 16 years of age or older (as of May 31, 2012) and are RESIDENTS OF NORTH MIAMI, are eligible to apply. Applicants should plan on working from June 11 through August 3, 2012. Interested students are encouraged to complete and submit a pre-employment application to Mr. Khalid Salahuddin at 12300 NE 8 Avenue, North Miami, FL, 33161. The Application must be submitted by 5 PM on Monday, April 16, 2012.

The following items must be submitted with your completed application:

- 1) Two (2) Reference Letters
- 2) Proof of Residency (current utility bill at place of residence)
- 3) Proof of Household Income (most recent payroll statement or 2011 W-2)
If no income, parents must submit a notarized affidavit certifying the lack of income.
- 4) Proof of Age (birth certificate)
- 5) Picture I.D. (drivers license/school I.D.)

A brief summary of available positions are included with the application packet. It is important to complete all areas of the pre-employment application and attach all necessary supporting documents. Failure to do so may result in you being disqualified from the process. Once all applications have been received and screened they will be sent to the various City departments for each department to arrange an interview with prospective interns.

If you have any questions regarding the program or need additional details, please contact Mr. Khalid Salahuddin at the Parks and Recreation Administrative offices, 305-895-9840 ext. 12221.

**YOUTH OPPORTUNITY BOARD
SUMMER INTERN PROGRAM
JOB SUMMARIES**

City Attorney's Office: Intern will assist with: filing, mail pick-up, opening mail, hand-delivering documents to several departments in and around City Hall, faxing, photocopying/scanning documents, updating the books (City & County codes); organizing files, preparing storage boxes and logging boxes' content in both Excel & Word. Intern must have minimum computer skills.

City Clerk's Office: Intern will assist staff and is required to have a variety of clerical skills such as, but not limited to, photocopying, scanning documents (i.e., business tax receipt applications, etc.), filing, faxing, assisting with answering phones, providing information to residents and customers when necessary, mail pickup and distribution and other related work as well.

Community Planning & Development: During the summer, the intern will work in all of the divisions within the Department, i.e. Building and Zoning, Planning, Transportation Planning, Economic Development and Housing. The Intern will assist in a variety of clerical tasks, including but not limited to: filing, opening mail, hand-delivering documents to several departments in and around City Hall; routing plans; photocopying documents; organizing books in the Department's conference room/library; and organizing the office supply cabinet. In addition, at times the interns will be asked to ride the Nomi express survey riders and/or observe the bus in various locations and take notes.

Finance: Intern will work in various divisions of the Finance Department i.e. Utility Billing, Administration, and Pension. Interns are required to have a variety of clerical skills such as but not limited to photocopying, scanning invoices, filing, faxing, and mail pickup and distribution. Interns need to have good knowledge of business arithmetic.

Information Technology (I.T.): Intern will assist records supervisor with transporting of records from different departments to the basement, destruction of retention met files, and storage of current records, lifting, rotating and organizing records. The intern will also perform general clerical duties such as shredding, photocopying documents, sorting interoffice mail, assisting with answering phones, and providing information to residents when necessary. A limited amount of housekeeping is required.

Library: Intern will assist in the Youth Services Department with reading advisory, tutoring buddies, special events, and other Summer Reading Program related activities. Duties might also include shelving of books, audiovisual materials, helping organize special collections, taking inventory, minor maintenance of storage room and public areas. Interns with computer skills will assist patrons as needed. Reference and Technical Services Departments, duties encompass clerical tasks such as typing, photocopying, scanning, processing of items for circulation as well items no longer suitable for circulation, and designing posters and other artwork. Intern will receive on-site training.

Museum (MOCA): Interns will work as summer camp counselors in the Creative Arts Camp. They will assist art instructors in setup and cleanup of classroom, help children complete their projects and supervise 35 children during the day. Interns must attend an in-service training before they begin their internship at MOCA.

Continued on reverse

Office of the Mayor & Council: Intern will be assisting staff in preparing for community workshops, town hall meetings and upcoming events. Duties will include attending meetings, filing, answering the phone and general clerical duties such as data entry (good typing skills is essential), filing, mail pick up and distribution, faxing, photocopying/scanning, and other related work as well.

Parks and Recreation: Interns will work as summer Camp Counselors in the various camps and drop-in programs. These duties may include assisting with the supervision of 50+ children during the day, setting up equipment and/or materials for recreation activities, arts and crafts and games. Minor housekeeping of the facility will be asked of interns. Interns must attend a camp in-service training and aquatic safety training, before they begin their internship. Intern assigned to the Parks and Recreation Administrative Office duties include customer service, answering phones, coping, faxing, filing, scanning and miscellaneous office work.

Personnel: Intern duties are but not limited to assist in processing applicants for employment; handling employment applications and other personnel forms; assist applicants and answer inquiries about the City job vacancies over the telephone and in person; assist in administering examinations, proctoring exams; input data into computer for applicant tracking system; typing, filing and photocopying/scanning various forms and documents.

Police Department: Interns are to assist various divisions within the Police department with clerical and customer service tasks.

Public Works: Interns will have the opportunity to gain experience in two fields of Public works Administration and Building Maintenance. The Interns that are assigned to Administration will have to perform clerical duties but not limited to filing, answering telephones, mail pick up and distribution, typing, and organizing office supplies and files. Intern assigned to the Building Maintenance duties will be but not limited to assisting the Trades Mechanics with painting demolition of office space, carpentry, painting and performing other general maintenance duties.

Purchasing: Intern will assist with general clerical duties such as photocopying/scanning, filing, faxing, mail pick-up and distribution, and other related work. Intern will review bid documents and log bids in when bid openings occur. Intern will prepare spread sheets of evaluation forms for bid folders. Computer literacy is required. Intern will assist with City surplus items and assist with procurement programs such as vendor workshops.

Risk Management: Intern will be required to perform a number of simple clerical tasks. These include, but are not limited to the following: filing, answering the telephones, photocopying documents and files, tallying invoices, retrieving and processing incoming and outgoing mail, faxing, creating new files and processing files for archiving and organizing various files and records.



YOUTH OPPORTUNITY BOARD INTERNSHIP PRE-EMPLOYEMENT APPLICATION

PLEASE TYPE OR PRINT

Name: _____
First Last

Address: _____
Street City State Zip Code

Primary Phone#: _____ Secondary #: _____

Email Address _____

Are you a US citizen? Yes No If No (Alien Reg. #) A _____

Date of Birth _____ Sex: Male Female

Place of birth _____ Number of years in the U.S.A. _____

School _____ G.P.A. _____ Grade Completed _____

From the following list, place a 1, 2, 3, 4, etc. beside the City Departments in order of your preference.
(We will do our best to place you in one of these departments for an interview)

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|--------------------------------------|---------------------------------------|
| ___ City Attorney | ___ Parks & Recreation |
| ___ City Clerk's Office | ___ Parks & Recreation Administration |
| ___ Community Planning & Development | ___ Personnel Administration |
| ___ Finance | ___ Police Department |
| ___ Information Technology (I.T.) | ___ Public Works |
| ___ Library | ___ Purchasing |
| ___ Museum (MOCA) | ___ Risk Management |
| ___ Office of the Mayor & Council | |

If you type, how many WPM (typing test may be given)? _____ WPM

List your extracurricular activities and community services, including and any special position held.

List any previous job experience, including your position and the name of your employer.

Employer: _____ Job Title: _____

Specific Duties: _____

List any specials skills, talents, or experiences you feel would be relevant.

Have you participated in this summer intern program in the past? Yes No

I yes, in which department did you work? _____

2012 – Miami-Dade Income Guidelines – Effective Feb 9, 2012

ESTIMATED FAMILY INCOME

GROSS FAMILY INCOME RECEIVED BY EACH FAMILY MEMBER DURING THE LAST 12 MONTHS. As used here, FAMILY means – Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are (1) A husband, wife, and/or dependent children, or (2) A parent or guardian and dependent children. Please list all family members, even if they did not earn income. I UNDERSTAND THAT THIS INFORMATION WILL NOT BE RELEASED TO OTHERS WITHOUT MY PERMISSION

Household Size	Extremely Low Income ELI – 30%	Very Low Income VLI – 50%	Low Income LI – 80%
1	13,800.00	23,000.00	36,750.00
2	15,800.00	26,250.00	42,000.00
3	17,750.00	29,550.00	47,250.00
4	19,700.00	32,800.00	52,500.00
5	21,300.00	35,450.00	56,700.00
6	22,900.00	38,050.00	60,900.00
7	24,450.00	40,700.00	65,100.00
8	26,060.00	43,300.00	69,300.00

FULL NAME

FAMILY RELATIONSHIP

HOUSEHOLD INCOME

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Do you or your family receive government assistance? Yes No
 Are you eligible for the free lunch program at school? Yes No