



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 22, 2011

RE: 2011 SUMMER INTERN PROGRAM

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

The program is open to all currently enrolled high school students who are 16 years of age or older (as of May 31, 2011) and are **RESIDENTS OF NORTH MIAMI**, are eligible to apply. Applicants should plan on working from June 13 through August 5, 2011. Interested students are encouraged to complete and submit an application form to Mr. Khalid Salahuddin at 12300 NE 8 Avenue, North Miami, FL, 33161.

NO LATER THAN 5 p.m. MONDAY, APRIL 18, 2011.

Please be sure to include the following with your completed application:

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

Once all applications have been received, they will be screened and sent to various City departments for a personal interview and selection. Students will be contacted by mail or telephone as for the date and time for interviews.

A brief summary of available positions are included with the application packet. Please remember to complete all areas of the pre-employment application and attach all necessary supporting documents.

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.

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

Building & Zoning: Intern will assist with but limited to general clerical duties such as photocopying/scanning, filing, faxing, mail pick-up and distribution, and other related work.

City Attorney's Office: Intern will assist in the following: 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 be assisting staff and 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.

Communications (City Manager's Office): The intern will work under the direction and supervision of the City of North Miami's Public Information Officer. There may be other responsibilities that will take the place of these listed. Update publicity contact information for print and broadcast media (on-going). Clip newspaper and other publication articles regarding the City of North Miami. Gather information for inclusion in Calendar of Events and on website. Develop press releases & PSA's for upcoming events and programs or services sponsored by the City of North Miami. Presentations (using PowerPoint or InDesign) on special events sponsor recruitment, etc...Some miscellaneous tasks as necessary to operate the Public Information Office.

Community Planning & Development: During the summer, the intern will work in all of the divisions within the Department, i.e. Planning, Transportation Planning, Economic Development and Housing. The Intern will assist in a variety of clerical tasks, including but not limited to the following: 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 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: 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 with Books-By-Mail, puppet shows, story times and summer reading programs. In the Reference and Technical Services Departments, duties encompass clerical tasks such as typing, filing, photocopying, scanning, processing of items for circulation as well items no longer suitable for circulation, and designing posters and other artwork. Duties might also include shelving of books, audiovisual materials, helping organize special collections, taking inventory, minor maintenance of storage room and public areas

such as sweeping and setting up chairs. Interns with computer skills will assist with database cleanup and input.

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.

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, 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, set up of 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 before they begin their internship. Intern assigned to the Parks and Recreation Administrative Office duties include customer service, answering phones, coping, faxing, filing 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: Interns are to assist various divisions within the Police department with clerical and customers 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 not limited to the following: filing, answering the telephones, photocopying documents and files, tallying invoices, retrieving and processing incoming and outgoing mail, faxing, create new files and process files for archiving and organize various files and records.

YOUTH OPPORTUNITY BOARD INTERNSHIP PRE-EMPLOYMENT APPLICATION

PLEASE TYPE OR PRINT

Name _____ Male () Female () D.O.B. _____

Address _____
Street City/State Zip

Home Telephone# _____ Other Telephone # _____

E-Mail Address _____

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

Place of Birth _____ # of Years in U.S.A. _____

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

From the following list, place beside a 1, 2, 3 and 4 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).

- | | |
|--|--|
| _____ Building & Zoning | _____ Office of the Mayor & Council |
| _____ City Attorney | _____ Parks and Recreation |
| _____ City Clerks Office | _____ Parks and Recreation Admin. Office |
| _____ Communications/PIO Office | _____ Personnel Administration |
| _____ Community Planning & Development | _____ Police Department |
| _____ Finance | _____ Public Works |
| _____ Library | _____ Purchasing |
| _____ Museum (MOCA) | _____ Risk Management |

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

List your extra curricular activities and community services, including any special positions held.

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

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

Have you participated in this summer intern program in the past? Yes _____ No _____ If yes, in which department did you work?

The City of North Miami, Florida adheres to a policy of non-discrimination in the employment and is an Equal Opportunity Employer



ESTIMATED FAMILY INCOME

GROSS FAMILY INCOME RECEIVED BY EACH FAMILY MEMBER DURING THE LAST SIX 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. If single, just include yourself below. **I UNDERSTAND THAT THIS INFORMATION WILL NOT BE RELEASED TO OTHERS WITHOUT MY PERMISSION.**

FY 2010 Income Limits Per Household

Household Size	1	2	3	4	5	6	7	8
Very Low (30%) Income Limits	\$14,800	\$16,900	\$19,000	\$21,100	\$22,800	\$24,500	\$26,200	\$27,900
Extremely Low (50%) Income Limits	\$24,650	\$28,150	\$31,650	\$35,150	\$38,000	\$40,800	\$43,600	\$46,400
Moderate (80%) Income Limits	\$39,400	\$45,000	\$50,650	\$56,250	\$60,750	\$65,250	\$69,750	\$74,250

FULL NAME

FAMILY RELATIONSHIP

HOUSEHOLD INCOME

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you or your family receive government assistance? Yes No