

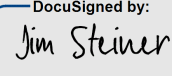




Administrative Policy

Title: City Council Volunteer Internship Program					
Administered By: Management Services (City Council)					
Policy No.	Issue Date	Revision Date	Dept. Head Approved	City Manager Approved	Mayor Approved
07400.008	07-17-19	N/A	DocuSigned by:  <small>8268C718A79F476...</small>	DocuSigned by:  <small>8268C718A79F476...</small>	DocuSigned by:  <small>CD0E6E48ADB2494...</small>

ARTICLE I - PURPOSE

Section 1.1 General Purpose

The purpose of this policy is to provide a unique volunteer opportunity for hands-on experiential learning for some of the region’s best and brightest vocational, undergraduate and graduate students. Interns will perform a variety of tasks related to the policy functions of Council Members, which may include policy research, drafting memoranda, community engagement, outreach and education and administrative tasks.

The internship program runs year-round, and will be filled based upon the individual needs and desires of each Council Member.

Section 1.2 Superseded Policies

None.

ARTICLE II - DEFINITIONS AND SCOPE

Section 2.1 Definitions

None.

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Section 2.2 General Scope

Unless otherwise stipulated herein, this policy applies to all City Council volunteer (unpaid) interns. All such interns shall comply with the provisions outlined in this policy. It is the responsibility of each Council Member to ensure that the provisions outlined in this policy are enforced for those interns utilized by them.

Section 2.3 Exemptions from Scope

This policy shall not apply to paid intern positions listed in the City's Position Library and Compensation Plan. Accordingly, since the unpaid interns are not employees of the City, as provided for in Corona Municipal Code ("CMC") Section 2.04.060(B), they shall also not be subject to the City Manager's authority contemplated by such section and by CMC Sections 2.09.050(B) and (D).

ARTICLE III – VOLUNTEER INTERNSHIP PROGRAM

Section 3.1 POSITION DESCRIPTION

A. Goal.

The goal of the unpaid internship position shall be to provide students with a work opportunity and learning experience in the day-to-day operations of a City Council office. The training shall thus include practical experience, similar to that which would be given in a clinical or other hands-on educational environment. The culmination of each internship shall be the Capstone Project described in Section 3.1(D) below.

B. Examples of Duties.

Interns will work on policy level efforts within the responsibilities of their Council Member. By way of example, interns may be assigned duties such as the following:

- Communications and social media activities
- Researching policy issues and analyzing data
- Drafting memoranda
- Legislative and public outreach and education efforts
- Attending meetings with key stakeholders
- Administrative tasks

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C. Temporary Position; Hours.

Each internship position shall be temporary in nature, generally designed to either correspond with an educational semester or other academic period, or no longer than six (6) to nine (9) months in length.

Generally, interns will be expected to volunteer between 8 and 10 hours per week. The days and times will be flexible, subject to the mutual acceptance of the Council Member and intern.

D. Capstone Project.

Interns will complete an Internship Capstone Project, which shall involve planning and executing one significant event or other activity. The Project shall be mutually acceptable to the intern and Council Member.

Section 3.2 QUALIFICATIONS & ACADEMIC CREDIT

A. Applicant Qualifications.

At a minimum, applicants must be eighteen (18) years of age or older and meet one of the following qualifications:

- Current undergraduate student at an accredited 2 or 4 year college, university or vocational school;
- Current graduate student at an accredited college or university; or
- A graduate of one of the above institutions within the past 24 months prior to the date of their application.

B. Applicant Abilities.

Ideal candidates must communicate well, display a record of satisfactory academic achievement, demonstrate a commitment to public service and be able to work in a fast-paced environment. Candidates shall also maintain a high standard of ethics and integrity.

At a minimum, applicants must display the following abilities:

- Knowledge and ability to use computers and related applications
- Ability to establish and maintain effective working relations with others
- Ability to carry out oral and written instructions to completion
- Ability to communicate effectively, both orally and in writing

- Possess research and analytical skills
- Strong attention to detail, organizational skills and administrative capabilities

C. Academic Credit.

If service hours or academic credits are available and desired, the intern shall be solely responsible for providing all needed qualification and other information from their educational institution to the Council Member. The information shall be provided to the Council Member in sufficient time to allow for processing and submission. The intern shall also be solely responsible for ensuring satisfactory completion of all required criteria.

Section 3.3 COUNCIL MEMBER RESPONSIBILITIES

A. Choosing to Have an Intern.

It shall be up to each individual Council Member to decide whether they wish to have one or more interns at any given time. In electing to have an intern, a Council Member shall be willing to put in the time necessary to provide their intern(s) with adequate training and mentorship to meet the goal provided for in Section 3.1(A) above.

B. Rules and Regulations.

It shall be the responsibility of each Council Member, with assistance from the Management Services Department, to follow any application, background check and training requirements for their interns which are deemed necessary by the Human Resources and Risk Management Divisions. Council Members shall also work with Management Services to ensure that all public records related to their interns are maintained in accordance with applicable state laws, rules and regulations.

C. Assignments.

It shall be the responsibility of each Council Member to assign appropriate policy-level work to their interns that is related only to City business and not to personal, campaign or other endeavors. Each Council Member shall also ensure that the intern's work complements, rather than displaces, the work of paid City employees. In conducting their work, interns shall not make any requests of City employees or third parties; rather, interns shall direct any requests for information or assistance to their Council Member, who shall determine the appropriate manner for obtaining what is needed. Interns shall also never indicate that they are speaking on behalf of the City, City Council or their Council Member.

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D. Public Reporting.

At the end of each internship, the Council Member shall make a public report at a Regular City Council meeting on the accomplishments of the intern, including the nature and result of the Internship Capstone Project. The intern shall be encouraged to participate in the report, if possible.

E. Letter of Recommendation.

Each Council Member may, in his or her discretion, write a letter of recommendation for their intern. The letter may be written on City Council letterhead, but shall be written on behalf of the Council Member, rather than the City or City Council as a whole.

PRIOR VERSIONS

ISSUED: N/A
REVISED: N/A