

**The Town of Los Altos Hills**  
**Community Services Department**  
**Part-Time Summer Intern (20 hours/week)**  
**\$15-20 per hour/non-benefited**

This Internship is offered as part of a Regional Internship Partnership to introduce and encourage new graduates to local municipal governments. The Town of Los Altos Hills hopes that internships like this will serve as a platform to connect a diverse student population with agencies that recognize their value and provide important opportunities for applicants to bring fresh ideas while gaining valuable hands-on experience in the public sector.

The Town of Los Altos Hills has five rewarding, non-benefitted summer internships to begin June 10, 2024 through August 30, 2024.

**Job Description:**

The intern's workload will be a balance of assisting in daily municipal operations and special projects. Duties may include, but are not limited to proof reading, poster design, grassroots marketing, implementing events, organization of record management, benchmarking, photographing activities and research. The position will serve as a regular staff member and will receive assignments and work direction from the Community Services Supervisor. The primary goal of the internship program is to provide a college student or recent graduate an opportunity to apply their academic training in a municipal government setting. This paid internship provides hands-on experience in the daily operations of municipal government on all levels, thus enhancing the intern's skills and résumé for a future profession in government.

**Qualifications:**

- Current Undergraduate College Student or Bachelor's degree in Community Services/Recreation or related fields
- Knowledge of principles and practices of organization and recreation
- Interest in local government
- Strong oral & written communication skills
- High level of computer skills
- Effective interpersonal skills as well as the ability to establish and maintain professional working relationships with supervisors, co-workers, and the public
- Applicable previous experience
- Self-motivated

**Ideal Candidate:**

This is an entry level intern position for a current undergraduate college student or recent college graduate looking for a future career in Community Services/Parks and Recreation field. Candidates must have excellent communication skills, the ability to work independently with little supervision and able to work on the 4<sup>th</sup> of July and August 2nd. Basic computer skills such as Word, Excel and Power Point are required.

**Selection Process:**

Internship program will run from June 10th, through August 30, 2024. Please submit applications online at [www.calopps.org](http://www.calopps.org). Applications must be received by **5:00 pm on Tuesday April 30, 2024**. Candidates are required to submit a copy of educational transcripts (official or unofficial) by email to [HR@losaltoshills.ca.gov](mailto:HR@losaltoshills.ca.gov) by the deadline.

**Supplemental Questions:**

1. Why are you interested in being an intern for the Town of Los Altos Hills, and how will this experience benefit you in your long-term career goals?
2. What do you perceive to be the most important issue facing local governments and Town of Los Altos Hills? Why?
3. What special skills or talents can you contribute to the Town of Los Altos Hills?
4. What do you hope to gain out of this internship experience?

