

CITY OF GILROY IS HIRING

YOUTH TASK FORCE COLLEGE SUMMER INTERNSHIP

Gilroy Police Department

20 – 25 hours per week

Bachelor's Intern - \$16.90 – \$18.84 per hour

Master's Intern - \$19.56 – \$21.74 per hour

This is an on-site position that actively supports department operations.

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, inclusion, and belonging. Join our team!

ABOUT THE POSITION

Are you a college student with a passion for making a difference in your community? Are you interested in a future career in law enforcement, public service, or community outreach? The City of Gilroy is seeking a college level Youth Task Force (YTF) Summer College Intern to work in the Gilroy Police Department Violence Prevention Unit. This is a unique opportunity to gain real-world experience, develop leadership skills and work alongside dedicated professionals who are committed to community safety and engagement. The Intern will participate and work with an experienced team and gain skills and knowledge in planning, organizing, and coordinating various youth and community projects, programs, events and tasks related to violence and gang prevention efforts.

In this exciting opportunity, the YTF Intern will work under the direction of the Youth Task Force Coordinator, and will help carry out community events, participate in community organizing, community forums, community surveying, support engagement projects, and will help lead recreational and outreach programs at San Ysidro Park. The internship is a balance of office/administrative work and hands-on work in the field.

This internship has potential to be extended to the Fall semester.

ABOUT THE TEAM

The Gilroy Police Department is a progressive and forward-thinking organization that fosters career growth and seeks to utilize our employees to their fullest potential. We are devoted to ensuring the safety of our community. Our core values of respect, integrity, compassion, teamwork, innovation, and accountability are a foundation to enhancing police services, community relations, quality partnerships, and meeting the needs of our community whom we are dedicated to serve.

WORK SCHEDULE

This paid summer internship opportunity is part-time varied work schedule up to 25 hours per week. This internship schedule may have varied work hours each day to align with assigned tasks and participation in various community programs and events.

The official start and end date of the internship will be determined at the time of hire. Work hours are generally between 8:00am – 5:00pm.

"PROVIDING EXCELLENT PUBLIC SAFETY SERVICES IN PARTNERSHIP WITH THE COMMUNITY." – GILROY POLICE DEPARTMENT



APPLICATION DEADLINE

APRIL 15, 2026

ORAL INTERVIEWS

MAY 19, 2026

FINALIST INTERVIEWS

TBD

The examination process/schedule above may be changed as needed by the City.

Candidates will receive communication by email regarding the recruitment process which includes, but is not limited to, application status, test dates and interview scheduling.

Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING ITEMS:

- Responses to supplemental questions are required
- A Resume is required.
- A Cover Letter explaining interest in this position with City of Gilroy is required.
- College Transcripts required.

Applications that do not include all required items are incomplete and will not be considered.

Apply at

www.CityOfGilroy.org/jobs



EXAMPLES OF DUTIES

- Assist with strategic planning update and community assessment project.
- Support planning and coordination for National Night Out (August) and the Party in the Park Summer Series community events.
- Contribute to Project THRIVE initiatives, including program support, tracking activities, and assisting with reporting requirements.
- Provide general administrative and office support, including routine organizational and operational tasks.

THE IDEAL CANDIDATE WILL:

- Demonstrate knowledge or experience supporting youth programs and assisting with the planning and coordination of community events.
- Have experience working with youths from diverse ethnic and socio-economic backgrounds.
- Provide excellent customer service by engaging community members with enthusiasm, professionalism, courtesy, and compassion.
- Exhibit leadership skills when participating in community forums, recreational activities, and youth outreach programs.
- Demonstrate effective team player attributes and foster collaborative internal and external working relationships.
- Apply critical thinking and creativity to problem-solving and contribute innovative ideas for youth and community programming.
- Be tech savvy and experienced with Microsoft Office Suite applications.
- Will be a Junior or Senior, or in a Masters program with a GPA of 3.0 or higher.
- Be bilingual (English/Spanish).

QUALIFICATIONS

- College majors in Criminal Justice, Administration of Justice, Public Administration, or a related area of study may apply for this internship and should be one of the following:
 - A current college student in a Bachelor's or Master's program.
 - A current college student entering a Bachelor's or Master's program (enrolled for Summer or Fall 2026).
 - A college graduate who obtained a Bachelor's or Master's degree within the last year.
- Must pass a background check, including a Department of Justice criminal record check for employment.
- Prefer non-tobacco user.



CITY APPLICATION FORM

Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of NEOGOV application as incomplete applications will not be accepted.

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass an employment background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen (includes testing for psychoactive marijuana metabolites), given at the City's expense prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away (408) 846-0228.

IMPORTANT INFORMATION

Prior to appointment and given City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and applicable medical evaluation and drug screen (includes testing for psychoactive marijuana metabolites).

If any special accommodations are necessary at any stage of the selection process, please contact Human Resources.

PAYROLL

All City employees are paid monthly, on the first business day of each month, via direct deposit.

