## Opportunities

Various City Departments participate. Some of the departments include:

- City Manager's Office
- Economic Development/ Redevelopment
- Financial Services
- Fire
- Human Resources
- Harbor Police
- Information Technology
- Library
    - Literacy Program
- Neighborhood Services
    - Housing
    - Community Resource Centers
    - Parks and Recreation
- Police
- Water Utilities

## Benefits of the Program

Volunteers and interns will be able to:

- Gain and share work experience,
- Explore career possibilities,
- Develop and share professional skills,
- Improve communication and interpersonal skills,
- Develop a greater knowledge and understanding of City government and the City,
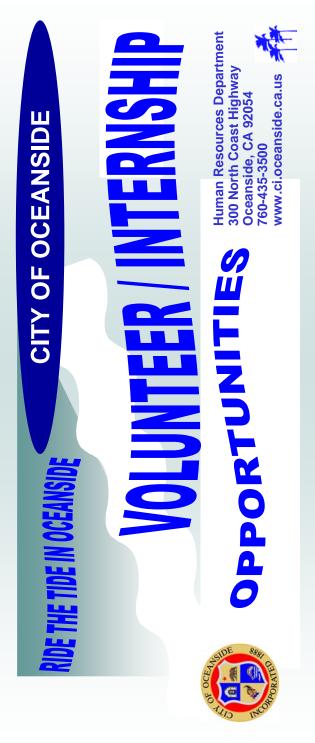- Receive personal satisfaction by helping people and their community.

The final goal of the volunteer and intern program is to provide an opportunity for citizens to contribute to the betterment of their community creating a sense of ownership and enhanced community pride and participation.

For additional information and application materials please contact the Human Resources Department, City Hall South, 2nd Floor, 300 North Coast Highway, Oceanside, CA, 92054, (760) 435-3500 or you can visit our website at www.ci.oceanside.ca.us

There will be no implied contract of acceptance for a potential volunteer's or intern's service upon the receipt of a their application.

RIDE THE TIDE IN OCEANSIDE

VOLUNTEER

CITY OF OCEANSIDE

VOLUNTEER / INTERNSHIP OPPORTUNITIES

RIDE THE TIDE IN OCEANSIDE

### The Programs

**Volunteer**

The City's Volunteer program is designed to coordinate and manage citywide volunteer efforts which support existing City services provided to the community.

The program addresses community service needs, while placing special emphasis on the City's priorities.

The City's volunteer program will utilize the skills and talents of volunteers in assisting staff as a team.

Volunteers will be able to supplement existing services and at the same time encourage civic pride and community involvement by helping their community.

**Internship**

The purpose of the internship program is to provide students valuable work experience.

As an intern, the student can expect to work on substantive projects that strengthen and develop professional skills, knowledge, and gain valuable work experience.

## VOLUNTEER

**Volunteer Requirements**

Volunteers must be at least 14 years of age. All potential volunteers under the age of 18 must have written parental consent and a work permit.

The City will not accept court ordered volunteer services.

**Volunteer Application Process**

All potential volunteers are to complete a Volunteer Application. Volunteer Application forms can be obtained from the Human Resources Department.

**Intern Requirements**

All Interns must:
- Have completed at least two semesters of college education.
- Be current undergraduate or graduate students attending a college or university, or have just graduated in the same year of the internship.

**Intern Application Process**

Interns must complete an application and attach a current resume to their application. Application forms can be obtained from the Human Resources Department.

In addition, the intern's college or university must have a current signed internship agreement with the City of Oceanside.

If the student does not know or is not sure if the college or university they are attending has a current signed internship agreement with the City, the student should contact the Human Resources Department.

If the college or university does not have an agreement in place with the City, Human Resources will send the student's college or university an agreement for their review.

**Screening Candidates**

All potential volunteers and interns must go through the City's screening process to ensure their potential suitability for the volunteer or intern position.

Volunteer and intern positions will require additional methods of screening such as fingerprinting and background checks.

Each potential volunteer and intern will have an interview with the department in which he or she is considering.

## RIDE THE TIDE IN OCEANSIDE