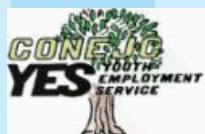
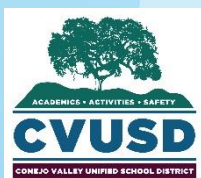


thousand oaks – a **CITY** of
Opportunities

*An Internship Program for
Interested Businesses & 11th Grade Youth*



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Please note: additional internships may become available after the Internship Fair. Please check www.toaks.org/city before you apply. Also remember if you want to have help with the application or interviewing skills, Conejo Youth Employment Services can provide assistance. yescyes@gmail.com or call 805.496.6868.

Art Trek, Inc.

Non-Profit Arts Education And Studio Program

Newbury Park

Pay Range: Unpaid

of Internships Offered: Six

Hours: 26 hours per week, Monday – Thursday, 8:30a-3:30p w/30 minute lunch

Our interns assist with our 6-week long Summer Art Camp. The interns work with the youth, lead various art projects, games, and activities during the camp, create and distribute snacks to the campers, and are responsible for other duties that may be assigned from time to time. Naturally, they are expected to have an interest in the arts, maintain a professional demeanor, and assist in preparation and cleanup of art supplies and the studio.

BrightStar Conejo Valley

Home Healthcare

Thousand Oaks

Pay Range: Unpaid

of Internships Offered: One

Hours: 1-5pm Tuesdays and Thursdays

Interns assist with office administration, data entry, filing, and manipulation, as well as answering phone calls.

Center4SpecialNeeds

Non-Profit

Thousand Oaks

Pay Range: Unpaid

of Internships Offered: Four

To Be Determined at hiring interview (will meet minimum for program)

Requirements: a good attitude, commitment and the willingness to learn! Work includes administrative duties, data entry, research, filing, answering phones, creating excel spreadsheets, updating information, workshop support, ordering supplies, and much more.

City of Thousand Oaks - Sustainability Division

Government/Sustainability
Thousand Oaks
Pay Range: Unpaid
of Internships Offered: Two

Approx. 20 hours/week pref. - times flexible, To Be Determined at hiring interview

Position 1: Media communications intern: The selected student will assist with marketing material preparation for the City's sustainability programs, primarily with the creation of video and photographic supporting materials for our website and brochures. We are seeking a bright energetic self-starter who is creative and competent in media technology and able to work independently. The student should be able to communicate professionally, and confident in photographing, video-taping and interviewing in the community. The students should have an interest in sustainability and the environment.

Specific tasks: Filming and recording videos, conducting and recording interviews, interviewing green business owners, Post-production of video footage where software access is available, Photography showing examples of green infrastructure and programs in the City, Incorporating photos and videos into existing webpages, Assisting with the design and development of outreach and marketing materials for the Division.

Position 2: Technology intern: The selected student will assist with streamlining and automating a number of data entry and processing tasks in support of data gathering and analysis for the Sustainability Division. This may involve programming macros within spreadsheet applications, pushing data between applications, developing customized web-based data entry forms and retrieving data from fillable forms. We are seeking a bright technology-savvy student who likes working with data and is knowledgeable in interacting with computer applications, can work independently and is self-driven.

Specific tasks: Creative ideas for process improvement, data entry streamlining, customization of data entry interface, database interaction and programming, automation of data transfer between applications, data management. Interns will receive professional guidance in all activities and work closely under the supervision of a sustainability analyst. They will gain knowledge of sustainability programs, data collection methods, resource use and City operations, and gain experience in working with experts in a number of different city departments.

Coldwell Banker Residential Brokerage

Westlake Village
Real Estate
Pay Range: Unpaid
of Internships Offered: One

Hours: Flexible To Be Determined at hiring interview (will meet minimum for program)

Assist a top real estate executive. You should be an organizer, a positive person, a good communicator-both written and verbal-, savvy with technology and social media, a fast learner with a quick mind and willing to work. You'll be in a fast paced real estate office in Westlake Village. It's an exciting atmosphere where you will learn financing, marketing, sales and how houses are bought and sold.

Conejo Players Theatre

Theatre

Thousand Oaks

Pay Range: Unpaid

of Internships Offered: Two

6/19 through 7/8 10-15 hours per week am & pm, 7/9-7/20 5 hours per night, 7/21-8/13 Thurs-Sat. 7-11 p.m., Sun. 1-5 p.m.

Theatre production intern. The Theatre production intern position will focus on the technical aspects of producing a professional-level show, "Young Frankenstein" by Mel Brooks at the Conejo Players Theatre.

Job duties prior to performances include: Set Construction & painting, Costume Construction & Maintenance, Lighting & Electrics, Sound, and Rehearsal Crew.

Performance duties may include: Backstage Crew, Light board or spotlight operator, Sound board operator

The appropriate candidate will have a willingness to get in and get their hands dirty. All training will be provided by industry experts working on the show. Successful candidates will be good with following directions, being able to work independently but also realize when they need assistance. Candidates should be able to lift up to 30 lbs and work on a ladder. Safety is the top priority of the Conejo Players Theatre. Intern will be required at all performances (Thursday - Sunday 7/14-8/13) and tech rehearsals (7/9-7/13). An exception will be made for the program graduation ceremony.

Conejo Recreation and Park District Recreation

Government/Recreation

Thousand Oaks

Pay Range: Paid

of Internships Offered: Six

This internship is for 8 weeks. Hours vary (AM and PM hours 10-15hrs per week) To Be Determined at hiring interview (will meet minimum for program)

The Conejo Recreation and Park District will be placing interns at one of six sites within the Conejo Valley. Internships in the field of public recreation and may include, but are not limited to: helping facilitate oversee recreational programming, facility control, clerical work, facility maintenance etc.

C-Suite Media, Inc

Media/Digital Media

Woodland Hills

Pay Range: Not Paid

of Internships Offered: Two

Hours: 20 per week To Be Determined at hiring interview (will meet minimum for program)

We are a young, small company with a motivated, driven, positive staff. Thanks to the nature of our business, and the youth / size of the company any time spent with us will be enriching and immersive. An all hands on deck mentality will be necessary due to the fact that, no matter what, you will be thrown into all departments at one point or another. The experience, as a result, is one of a kind.

Marketing Intern: The intern will be directly involved in assisting with digital and social media campaigns, event marketing and grassroots marketing campaigns. The intern will assist the marketing department with creation and construction (visually and textually) of all email communications as well as the packaging and mailing of sales related marketing collateral. The intern will be encouraged to draft marketing copy for internal and external email campaigns, press releases, newsletters, pre and post event coverage. Additionally, the intern will be expected to research corporate competition as well as the industry in an effort to garner knowledge on the product, industry, and future. The intern will also play a supportive role in the production of events, including but not limited to: coordinating with vendors, pre event setup, post event breakdown, check-in, sponsor activation, and so on.

Editorial Intern: The intern will be directly involved in assisting the managing editor and the editorial department in the production of an award-winning quarterly publication. Regular tasks will be fast moving, fun, and engaging. The intern will participate in the strategic and creative process while also doing research and compiling data. Interns will be afforded opportunities to write throughout the edition they work on. Additionally, the intern will be expected to research corporate competition as well as the industry in an effort to garner knowledge on the product, industry, and future. The intern will also play a supportive and creative role in the decision making process, including but not limited to: feature prospects, departmental themes, cover copy, strategic process, and so on.

Diamond Ground Products, Inc.

Manufacturing

Newbury Park

Pay Range: Paid

of Internships Offered: One

Hours: Tues, Wed and Thursday's, 4 hours per day

This internship could be one or a few of the following: Machine Shop, Shipping, Packing, Office work, Accounting, Customer support, Order Entry.

Greater Conejo Valley Chamber of Commerce (Program Partner)

Office / NonProfit
Thousand Oaks
Pay Range: Unpaid
of Internships Offered: One

Hours: To Be Determined at hiring interview (will meet minimum for program)

The Greater Conejo Valley Chamber of Commerce enhances the profitability of businesses in the cities of Thousand Oaks, Westlake Village and Agoura Hills through leadership, political action and dynamic programs to promote economic vitality for our members and community.

Our intern will assist the Director of Government Affairs & Tourism in the successful completion of office projects. While not yet determined, in the past these have included staffing meetings of the Tourism Improvement District, Chamber Board of Directors and other meetings; data entry associated with the Thousand Oaks and Agoura Hills Retail Center Reports; shadowing the Director at various meetings and other similar projects. This internship is in an office environment. Appropriate attire and ability to work independently are important.

Janss Market Place

Retail Shopping Center Developer
Thousand Oaks
Pay Range: Unpaid
of Internships Offered: Two

Hours: Afternoons and Evenings To Be Determined at hiring interview (will meet minimum for program)

- Assist with special promotions. Including assist in maintaining corporate and shopping center web sites, promote center events as directed by marketing director.
- Assist with event rentals and décor when necessary.
- Assist with events, interfacing with the community, both on site and off site.
- Assist with community outreach, including distribution of flyers to local media, libraries and city staff.
- Assist with the set-up of event collateral.
- Assist with events (raffles, announcements, etc.)
- Assist with monthly website tracking analysis using Google analytics.
- Assist with all social media platforms, including posting events and tenant promotions.
- Assist with obtaining content for center Facebook pages. Include Facebook analytics in monthly report.
- Assist with Twitter communication.
- Assist with coordination, printing and distributing event collateral, banners, tenant directories and monthly newsletters as directed.
- Assist with promotion results and report same to marketing director. Immediately after each event send in a 5 X 5 (5-positive & 5 areas needing improvement)
- Assist with event surveys immediately after each event and the collection of surveys and report.

Maximized Life Chiropractic

Medical

Westlake Village

Pay Range: Unpaid

of Internships Offered: One

Hours: To Be Determined at hiring interview (will meet minimum for program)

Chiropractic Assistant: If you are a detail-oriented person who is highly ethical, extremely reliable and joyful in your work, then you need to apply for this team position in Westlake Village!

Responsibilities include but are not limited to: working with patients for appointments, collecting fees, demonstrating exercises, scanning files, developing x-rays, performing computerized scans (we'll train), motivating and encouraging patients to maintain healthy lifestyle.

Mountains Restoration Trust

Non-Profit

Calabasas

Pay Range: Unpaid

of Internships Offered: One

Hours: To Be Determined at hiring interview (will meet minimum for program)

Mountains Restoration Trust (MRT) is a non-profit land trust established in 1981 and dedicated to preserving the natural and cultural resources of the Santa Monica Mountains through restoration, education and land acquisition. Our projects include restoring habitat by replacing non-native plants with natives grown in our nursery, and making the streams habitable again for native amphibians by removing non-native invasive animals such as Louisiana red swamp crayfish. The selected student will assist with several aspects of the daily activities of the non-profit, including assisting our vegetation crew with native plant restoration projects, assisting our aquatics crew with the crayfish removal project, native plant nursery work, natural resource project planning, map creation, data analysis and administration.

Specific tasks will include: - Weeding and watering of native vegetation - Vegetation monitoring - Native plant propagation and maintenance - Crayfish trapping and trap maintenance - Assisting with data analysis and report preparation - Field data collection and map preparation - Assisting with volunteer events and environmental education - Administrative tasks as needed Knowledge and skills desired: - Interest in ecology and environmental science - Comfortable working a variety of field conditions

Skills the student will learn: - Knowledge of local ecology including native plant identification and propagation methods - Understanding of invasive species management - Field monitoring techniques - Data collection methods - Map and exhibit creation techniques using ArcGIS - Use of GPS

My Stuff Bags Foundation

Non Profit

Westlake Village

Pay Range: Unpaid

of Internships Offered: One

Hours: Office hours are Monday through Thursday 8:30 - 5:00 pm. (To be determined at hiring, will meet program minimums)

Office and Volunteer Center Intern – My Stuff Bags Foundation, Westlake Village, CA

Organization Description

The My Stuff Bags Foundation (<http://www.mystuffbags.org/>) is a national children's nonprofit organization based in Westlake Village, CA. The mission of the foundation is to provide My Stuff Bags to children rescued from abuse and neglect who must enter foster or shelter care with nothing of their own. Each My Stuff Bag includes childhood essentials such as toys, toiletries, clothing, school supplies, a stuffed animal and a warm blanket. Since the program began, we have distributed over 500,000 My Stuff Bags to children in all 50 states.

Job Description We are looking for a bright, self-motivated individual interested in making a positive impact on the lives of children. This position is hands-on and multifaceted with tasks ranging from assisting in our warehouse to working with our volunteer program as well as social media marketing. As an intern you will be working under the supervision of the Operations Manager in everyday operations of a warehouse/Volunteer Center where you will be responsible for a variety of tasks including receiving and categorizing inventory as well as duties related to preparing boxes for shipping and delivery. Also under the supervision of the Operations Manager you will assist with supervision of volunteers, preparing and executing regularly scheduled "Stuff-A-Thon" events where My Stuff Bags are prepared and filled with basic necessities and comforts to be distributed to underserved children across the United States. Additional responsibilities include assisting the Executive Assistant to the President/CEO with social media and community relations. Other special projects may be assigned as needed.

Desired Qualifications The ideal candidate will have an interest in nonprofits and learning the processes and procedures involved in nonprofit management and must be flexible and willing to work on a variety of tasks as assigned. Additional qualifications include excellent organizational skills, strong computer skills with an emphasis on social media, outstanding customer service, good problem solving skills and an ability to lift up to 50 lbs.

Benefits The intern will gain experience working in a nonprofit environment learning a wide variety of skills related to the day to day operations. The intern will also obtain extensive knowledge of warehouse procedures and policies, and volunteer relations.

National College Planning Solutions, Inc.

College Planning

Simi Valley

Pay Range: Unpaid

of Internships Offered: Two

Hours: Daytime To Be Determined at hiring interview (To be determined at hiring, will meet program minimums)

Marketing/PR: This internship is designed for students interested in marketing, communications and/or public relations. Intern will be trained in, and actively participate in, activities involving website management, community outreach, SEO marketing, blog and podcast management and other marketing strategies.

Business/Management: This internship is designed for students interested in learning the ins and outs of building a business. Intern will participate in planning meetings and provide feedback as we value the feedback of interns whose peers are our clients. Overall, the intern will learn about the various steps involved in running the office on a day-to-day basis.

National Positions

Digital Marketing Agency

Westlake Village

Pay Range: None

of internships offered: Two

Hours: 9 a.m. to 5 p.m. (To be determined at hiring, will meet program minimums)

Program Manager Intern will learn the basic of Search Engine optimization. This candidate needs to have light programming skills. The ideal candidate would be someone hoping to study computer science.

Social Media Manager Intern. This candidate needs good English skills. The ideal candidate would be some wanting to study marketing or communications.

Office of State Assemblymember Jacqui Irwin

State Government

Camarillo

Pay Range: unpaid

of internships offered: Four

Hours: Internship from June 19 to beginning of the school year (August). (To be determined at hiring, will meet program minimums)

Interns must be able to work 10-12 hours per week. Office hours are M-F 9am-5pm with some events during the evening and weekends that can also be used to fulfill hours requirement. Hours scheduling can be fixed or flexible based on an intern's schedule.

We are looking for bright, self-motivated, energetic individuals who are interested in learning the dynamics of working in a legislative district office while making an impact in their community. Among the chief roles of a district office is to keep the local community connected with the legislative work taking place in Sacramento. District interns assist with organizing community based events, constituent casework, and everyday involvement with the 44th Assembly District. As an intern you will support staff with special events, constituent services, and special projects related to the district office's general administrative duties. Each internship is crafted around the intern. We tailor the events you work on and attend around your interest. We are looking for one intern that is specifically interested in working with our communications director on press releases, social media, and research.

Essential duties include:

- Active involvement in monitoring District and State issues, current events and relevant legislation
- Assist with research and planning of upcoming events and projects
- Provide accurate and complete information in response to constituent inquiries and community issues
- Assist with and maintain office procedures, routine correspondence, telephone inquiries and special projects
- Develop clear knowledge and understanding of principles, functions, practices and operations of the California State Legislature
- Assist with responding to a variety of constituent inquiries and issues
- Fluency in Spanish a plus

Desired qualifications:

- The ideal candidate must be enrolled in an educational program upon the start of the internship. The ideal candidate will have an interest in public policy, community organizing, political science, economics, English, communications, public relations or a similar area of study or career path.

Benefits:

- Although unpaid, interns receive important benefits like working directly with elected officials, community leaders and local residents on issues and events related to the 44th Assembly District. Interns may also qualify for internship credit from their university or school, as well as earn a letter of recommendation from the Assemblymember.

SAGE Publishing

Educational Publishing

Thousand Oaks

Pay Range: Paid

of Internships Offered: Four

Hours: Varies (To be determined at hiring, will meet program minimums)

Editorial Intern, Open Access department The Open Access Editorial department manages SAGE's portfolio of open access journals. Open Access journals are free for anyone to read (i.e., there are no subscriptions) and are funded by the authors of the published papers. Our team works with the Editors-in-Chief of the journals to develop new titles, enhance established ones, and grow the Open Access program overall. SAGE currently publishes 1,089 journals, of which 180 are Open Access. Open Access is a growing and dynamic trend in journals publishing. It is therefore important that we stay up to date with what our competitors are doing in this space. We have compiled data on most open access journals published by other firms which needs to be regularly updated. The intern will be responsible for researching and compiling new data on these journals and any new open access journals.

Editorial Intern, K-12 Publishing The Editorial Intern position provides clerical, post-publication, and organizational support to the editors and associate editors in Corwin's editorial department. This position will focus on book transmittals, permissions, and author care, but will also include a variety of tasks that touch on many aspects of our production process, including manuscript review and formatting.

Production Intern The intern in our Production department will learn and participate in the production process. Projects may include clerical tasks, computer archiving, indexing, and quality checks. This internship will provide the opportunity to learn steps that take a raw manuscript to a polished, printed book. They will also meet with others in marketing, editorial, sales, and distribution to learn about scholarly publishing as a whole.

Marketing Intern, Library Marketing Department The Library Marketing intern will support both Product and Regional Marketing Managers in projects that promote SAGE library products to college faculty and librarians. This will include assistance with marketing campaigns—both online and printed pieces, writing copy, researching contacts and other data projects, generating social media content, and organizing materials for conferences.

The Reserve At Thousand Oaks

Assisted Living/Hospitality

Thousand Oaks

Pay Range: Paid

of Internships Offered: Three

Hours: 20 hours/week; various shifts (To be determined at hiring, will meet program minimums)

Two types of positions: Front-of-house and back-of-house in the Restaurant.

Front of House (1 position): Responsible for the flow of service from the kitchen to ensure all residents receive their preferences in both food and beverages. Seating residents/guests at tables, taking orders and serving them to the tables, and providing a great experience during meals. Assist residents when necessary through a buffet, salad bar or beverage station. Work with professionalism and have knowledge of basic food offerings and menu content. Keep restaurant properly cleaned and set-up to meet resident expectations.

Back of House (2 positions): Assist in the preparation of food in accordance with menus, diet specifications, sanitary practices, and resident preference. Prepare and serve food in a manner that reflects quality of service and WESTliving's philosophy.

Both positions involve menu writing, math, food safety, communication, leadership and excellent customer service skills. Training will be provided; employees will be ServSafe Certified, and CPR/First Aid Certified. All employees must pass a background check prior to hiring.

Thousand Oaks Acorn

Newspaper

Agoura Hills

Pay Range: Unpaid

of Internships Offered: One

Hours: To be determined at hiring, will meet program minimums

Internship is for a reporter position with the Thousand Oaks Acorn. Applicants ****MUST**** have extensive writing experience on their school newspaper. Must be proficient in grammar/punctuation/etc. and AP Style.

Thousand Oaks Civic Arts Plaza

Theatre

Thousand Oaks

Pay Range: Unpaid

of Internships Offered: Two

Hours (To be determined at hiring, will meet program minimums)

SUMMARY DESCRIPTION

This internship is designed for dedicated, accomplished students with a desire and affinity for the performing arts. Interested individuals would be assigned to work with Civic Arts Plaza technical staff in the oversight of backstage theatre operations. Interns will be expected to actively participate in the load-in, tech, rehearsal, performance, and/or strike of various theatrical productions. Duties include the loading, unloading, fabrication, installation, and operation of lighting, sound, and rigging systems of theatrical settings and props. Further responsibilities may include cleaning, maintaining, and making minor repairs.

Additionally, participants will gain valuable insight by working on administrative projects with and, under the direction of, the Technical Director. These projects include estimates, scheduling, billing, and production advance. This internship will benefit any students wishing to pursue technical theatre positions and/or further education in areas which include: stagecraft, theatre technology and management, and arts administration.

Due to the atypical work environment within the performing arts industry, participation in this position will require working on select nights and weekends, may require long days, and could potentially include working in a challenging environment.

DISTINGUISHING CHARACTERISTICS

This internship is designed to include the educational and vocational components of a career in theatre operations which will prepare the incumbent for future potential work or study in the technical theatre field. Applicants need to be self-motivated and dedicated to the advancement of the arts, with a particular desire to engage in the performing arts industry. Although some tasks may be assigned for independent completion, this internship will highlight the value of groups and teams in order to meet objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for technical employees. Interns may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs, changing business practices, and to provide them with a well-rounded, realistic view of a potential career in theatre operations.

- Participates in training sessions to further their understanding and execution of technical theatre processes, including but not limited to: lighting, audio, rigging/flyrail, and followspot.
- Assists Stage Technicians in the operation and maintenance of theatre sound, lighting, and/or rigging systems during rehearsals, performances, concerts, and meetings.
- Participates in loading and unloading trucks and other vehicles for performances at the theatres.
- Assists in the installation of sets, props, lighting, and sound systems.
- Cleans stage floor and all backstage areas and makes minor repairs to equipment as directed and reports any needed items or repairs to supervisor.
- Prepares and maintains written reports of work done.
- Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Basic stagecraft.

Common hand tools and their uses.

Basic computer proficiency, including use of Microsoft Office.

The basics of electrical power and electrical tools and equipment.

Occupational hazards and standard safety practices, especially as they relate to stage work.

Ability to:

Operate and maintain stage equipment including but not limited to stage lighting instruments, microphones, and speakers.

Safely use common hand tools and building and construction materials

Read and follow a script.

Adapt to changing conditions.

Problem solve and find quick solutions.

Perform assigned work in accordance with appropriate safety practices and regulations.

Learn and apply new information or new skills.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines -

Education/Training:

Education or extracurricular experience in drama/theatre, preferably stage crew.

Experience:

Experience on a technical crew for a minimum of two productions, as attested to by their drama teacher.

Licenses; Certificates; Special Requirements:

A valid class C California driver's license.

Letter of Recommendation from high school drama teacher or theatre advisor.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical: Sufficient physical ability to work in a theatre setting; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement; lift, carry and push tools, equipment and supplies weighing up to 50 pounds or more, and occasionally lift and/or move up to 100 pounds with assistance; climb ladders, use power and noise producing tools and equipment, and drive motorized vehicles. Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Hearing: Hear in the normal audio range with or without correction.

Environment: Theatre setting; may be required to work extended hours including nights, evenings, and weekends; occasionally works in outside weather conditions near moving mechanical parts; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; works in precarious places; occasionally works around loud noise levels; interacts with City staff, other organizations and the public.

Thousand Oaks Library

Library - Education

Thousand Oaks

Pay Range: Unpaid

of Internships Offered: One

Hours: The work schedule is flexible from 10 to 20 hours per week. (To be determined at hiring, will meet program minimums)

Children's & Young Adult Service – Thousand Oaks Library Intern

Thousand Oaks Library is pleased to offer an intern a broad introduction to public library service. The intern will spend time working in Children's and Young Adult Services section but will also gain experience with other Library departments. The intern will work on the public desks with librarians and after observing and training, may eventually assist in answering questions and will also assist with programs such as storytimes, as needed or desired.

The intern will be exposed to collection development processes, local history, public program planning and publicity. The intern will be under the general supervision of the Children's and Young Adult Services Supervisor and will also work directly with the Sr. Library Assistant in Children's Services and the Library Director. Opportunities will also be provided for observation and experience in the Circulation, Collection Support Services, Digital and Reference Services, Newbury Park Branch, Special Collections, and Technical Services sections.

The internship is designed to meet the following objectives:

- To gain experience and familiarity with the Library's Public and Support Services Divisions and provide assistance with library programming and other activities.
- To gain experience and familiarity working in a diverse environment, providing collections, services and programming to children and teens and the community.
- To assist with special projects based on the needs of the Library and the specific skills of the intern (examples of past projects include archive projects, storytime assistance, teen program planning, booklist preparation etc.)

Working knowledge of Microsoft Office applications and excellent organizational skills is desired. Other duties may include some data entry or preparing crafts, handouts or materials for library activities for children and teens and working with the Library's 3D Printer or Makerbox/STEAM activity applications. Intern should enjoy and have experience working with children! The work schedule is flexible from 10 to 20 hours per week.

Thousand Oaks Library Administration

Public Services

Thousand Oaks

Pay Range: Unpaid

of Internships Offered: One

Hours: Between 8:00 a.m. and 5:00 p.m. (To be determined at hiring, will meet program minimums)

Types, word processes, formats, edits, revises, proofreads, and prints a variety of documents and forms including notices, reports, general correspondence, statistical charts and other specialized documents from rough draft or verbal instructions; composes routine correspondence; copies, disseminates, and posts documents and information as appropriate.

Assists the general public, City staff, and outside groups and agencies by providing information related to specific program area of assignment; receives office and telephone callers; refers callers to appropriate City staff for further assistance as needed.

Provides information and forms to the public; collects and processes appropriate information

Operates a variety of office equipment including a computer, typewriter, switchboard, copier, facsimile machine, adding machine, and cash register; utilizes various computer applications and software packages.

Compiles, prepares, and enters data into a computer from various sources including accounting, statistical, and related documents creates standard statistical spreadsheets; inputs corrections and updates; verifies data for accuracy and completeness; assists in the compilation of reports.

Monitors inventories of supplies and materials

Performs a variety of routine clerical accounting duties and responsibilities; provides assistance to department staff, vendors, and the general public in assigned areas; prepares and processes requests for payments, purchase order requisitions, and various employee reimbursements.

Processes mail including receiving, sorting, time-stamping, logging, and distributing incoming and outgoing correspondence and packages.

Sorts, assigns codes, cross-references, duplicates, and files a wide variety of City records, documents and other materials for area of assignment; creates new files; creates and maintains chronological files; maintains up-to-date file listings, indexes, and cross references; retrieves, duplicates, distributes, and tracks with users copies of records as requested.

Thousand Oaks Library Digital and Reference Services

Public Services

Thousand Oaks

Pay Range: Unpaid

of Internships Offered: One

Hours: 15-20 hours per week (To be determined at hiring, will meet program minimums)

Thousand Oaks Library Digital and Reference Services – Technology Intern

The Library desktop and mobile website use HTML 5, CSS 3, JavaScript, PHP, MySQL, JQuery and Content Management System (CMS). The intern will work closely with the library's Digital Reference and Services Librarian to assist with the administration of the library's web site. Opportunities to work on new technology such as 3D printing and assist in workshops or the development of procedures. The work schedule is flexible from 10 to 20 hours per week.

DUTIES: • Assist with updating layout, fonts, and images for the Web pages. • Assist in data migration • Assist in 3D printing • Assist with creating online help pages. • Test Web pages (Usability)

DESIRED SKILLS AND ABILITIES: • Some understanding of HTML5, CSS3, JavaScript • Working knowledge of Adobe Photoshop or other Photo-editing software • Attention to detail • Good English writing skills • Good organizational skills • Reliability and trustworthiness • Ability to understand and carry out oral and written instructions and request clarification when needed • Ability to learn quickly • Ability to work as part of a team

DEVELOPMENT OPPORTUNITIES: • Exposure to wide range of web development skills • Learn skills for building a website or web pages.

Ventura County Council, Boy Scouts of America

Service Agency

Camarillo

Pay Range: Unpaid

of Internships Offered: One

Hours: 10am – 2 pm three days a week (To be determined at hiring, will meet program minimums)

Boy Scouts of America is a Non-profit with many different aspects to it but a meaningful work experience. The intern we are looking for will acquire lots of hands on customer service, outdoor program functions and field work opportunities. This will include social media along with newspaper & magazine contacts. A knowledge of basic computer skills, friendly personality, able to talk to people and interact with school officials and volunteers.

Ventura County EMS Agency

Government Agency

Oxnard

Pay Range: Unpaid

of Internships Offered: Three

Hours: 10am – 4 pm Tuesday - Thursday

The interns will either be working on an already existing project/program within the Emergency Medical Services Agency, or we will be creating a research project related to emergency response and/or preparedness. Similar to years past, students must be able to demonstrate excellent communication skills in addition to the ability to think critically and work under general supervision during their time at EMS. Students will be expected to be at the EMS Agency offices in Oxnard Tuesday-Thursday from 10-4

We are interested in students that have a desire to work in the emergency medical or emergency management field. Examples of previous projects include implementation of a peer-based CPR training program for high school aged students. Last year's group worked on a project related to factors of personal emergency preparedness and planning.

C.I.T.Y. Summer Internship Classes

Practical Skills in Preparing for your Career

California Lutheran University

As part of your internship you will be attending a series of job and life skills classes. Attendance is required at every class for graduating from this Internship Program. The classes will be held at Cal Lutheran.

SESSION 1:

Friday, June 23: Learn about Internships. Get workplace advice from several of the internship companies and learn what employers really expect on the job. Get to know your fellow students. Campus tour included.

Time: 10 a.m.-12:30 p.m.

Location: Ullman 100/101.

SESSION 2:

Friday, June 30: Financial Skills and Life Planning. Get tips from financial experts about handling money, including how to open a checking account, setting financial goals, budgeting and saving for the future.

Time: 10 a.m.-12:15 p.m.

Location: Overton Hall

SESSION 3:

Friday, July 14: Getting a Job or Internship, Part 1. What is a good job fit for you? Learn how to find openings and why networking is essential. Learn how to fill out a job application, what information should go into a resume, and what resources are available for the job search.

Time: 10 a.m.-12:15 p.m.

Location: Overton Hall

SESSION 4:

Friday, July 21: Getting a Job or Internship, Part 2. How do I prepare for an interview? Get advice from the experts and participate in mock interviews. You'll receive valuable one-on-one feedback from employer representatives.

Time: 10 a.m.-12:15 p.m.

Location: Overton Hall

SESSION 5:

Friday, July 28: Education Decisions. Trade tech or college? Learn how colleges differ and get application advice from the experts. This class covers application deadlines, essays, scholarships, college tours, acceptance rates, and more. Parents are also invited to attend this class. Space is limited, so only one parent per student please.

Time: 10 a.m.-12:15 p.m.

Location: Overton Hall

Important Dates

Friday, February 15	Business Commitments Due
Tuesday, February 28	"Internship Fair" & Student applications online
Monday, April 3	Student Applications Due
Monday, April 17	Businesses Receive Intern Applications
April 17 – May 1	Businesses interview applicants
Monday, May 15	Businesses notify Interns and admin of selections
Monday June 19 through Thursday July 28	Workplace internship (C.I.T.Y. Program minimum, workplace may be longer, see job descriptions)
Fridays June 23, 30; July 14, 21, 28	CLU class (Subject to Change)

To Apply: www.toaks.org/city. The application is in a link in the first paragraph. You cannot go back to the application. It must be done all at the same time, if you close and go back, you will not have your saved document. Attached is a sample. Fill it out first before going to the online application. Remember to choose one business to apply to. If you apply to more, we will decide which one to use and it may not be your first choice.

If the job description requires letters of recommendation or a resume, or if you would just like to include these, please email them to youthcommission@toaks.org and in the subject line put CITY and your last name.

