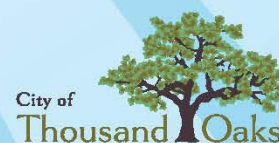
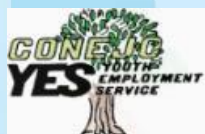
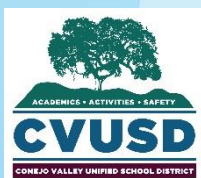


thousand oaks – a **CITY** of
Opportunities

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



www.toaks.org/city • 805.381.7362

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Please note: 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.

For Internship questions please contact Francine Sprigel at fsprigel@tolibrary.org or call 805-381-7362

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.

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.

Community Conscience

Thousand Oaks

Non Profit

Pay Range: Unpaid

of Internships Offered: One

Hours: Tuesday - Thursday 10:00-1:30 we can be flexible if needed (will meet minimum for program)

We are seeking a social media guru! We would like you to learn about our charity and what it does. Research by internet, have a tour, interview key board members and some clients, then help us with posting on social media. You must be outgoing and able to communicate well. If you love social media, please apply!

Proficient in social media platforms

Write a list of questions to ask in interviews to get to know us better

With help from Executive Director, make appointments with interview candidates

Conduct interviews and take notes

Proficient in email

Make suggestions for posts

Taking pictures to go along with posts

Work with Executive Director - Teach us how to use twitter!

Make suggestions of other types of social media

Make weekly posts on face book and twitter

Write blog pieces - All posts will be approved prior to posting

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.

Laser Tag

Family Recreation
Oak Park
Pay Range: Paid
of Internships Offered: Six

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

Blast City Laser Tag- Interns will be responsible for A) All tasks related to general admission processing and sales B) Operating a cash register C) Cleaning various parts of the facility D) Refilling, maintaining, and helping guests with arcade attractions E) Running and maintaining all laser tag equipment F) All tasks related to running guests through laser tag briefing and games G) Assisting supervisors with various administrative and procedural tasks, and H) Hosting birthday parties. Interns will get 50% off of food during shifts, and will get to play free games of laser tag in our exciting arena. Party hosts share in tips in addition to their regular, hourly minimum wage. Internships terms are negotiable, and interested interns who have demonstrated responsible behavior and proven to be good, reliable workers have a great chance at being offered a part-time position with us at the conclusion of the internship period. Interns will be required to purchase their own non-slip shoes, but we will provide a complimentary company T-Shirt. Interns will learn: how to provide excellent customer service, how to operate a cash register/POS system, how to operate state-of-the-art laser tag equipment, how to communicate effectively with fellow employees, and how the back end of arcade attractions work.

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.

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.