

# EMPLOYERS Be a C.I.T.Y. host

Pay it Forward  
Contribute to your community



## What is C.I.T.Y.?

- C.I.T.Y. = Community Internships Training Youth
- C.I.T.Y. provides internship opportunities during the summer for incoming high school seniors in the Greater Conejo Valley

## What's in it for you?

- Invest in your future talent pipeline while providing employability skills for youth in your community
- Generate positive PR for your company
- Paying it Forward enhances your employees engagement and develops their leadership skills

## Here's what we ask of you:

- Provide a minimum of 10 hours per week on the job training
- Internships can be paid or unpaid
- Provide a workplace mentor who can meet with the intern once a week to discuss progress and lessons learned
- Provide weekly access for a VCOE teacher to visit job site and meet briefly with intern

## Worried about liability?

- Ventura County Office of Education provides umbrella liability coverage for unpaid internships at no cost to you

## What are the next steps?

- Turn this page over and find out more and/or visit [www.toaks.org/city](http://www.toaks.org/city)



## C.I.T.Y. PARTNERS



**Questions?** Contact: Francine Sprigel, City of Thousand Oaks  
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# Next Steps for Employers

Visit [www.toaks.org/city](http://www.toaks.org/city) to fill out the Business Commitment form.

TIMELINE	DETAILS
<b>By March 8th</b>	<ul style="list-style-type: none"> <li>Decide which program you want to participate in               <ul style="list-style-type: none"> <li>» <b>4 week - July 1st - July 26th</b></li> <li>» <b>8 week - June 17th - August 9th</b></li> </ul> </li> <li>Decide if you will offer paid or unpaid placement. (VCOE liability coverage is available for unpaid interns)</li> <li>Provide a job description outlining job duties and student learning competencies, (examples of excellent job descriptions are available by request)</li> </ul>
<b>By March 12th</b>	<ul style="list-style-type: none"> <li>Participate in Internship Fair at TO Library from 5:30 - 7:00 p.m.</li> </ul>
<b>By May 15th</b>	<ul style="list-style-type: none"> <li>Review applications provided by schools and interview applicants</li> </ul>
<b>By June 1st</b>	<ul style="list-style-type: none"> <li>Notify applicants and administrator of selected applicants (administrator will notify students not accepted)</li> </ul>
<b>By June 10th</b>	<ul style="list-style-type: none"> <li>Coordinate a training plan with VCOE Teacher for intern(s) selected and sign Community Classroom Agreement</li> <li>Provide intern schedule</li> </ul>
<b>On July 26th</b>	<ul style="list-style-type: none"> <li>Attend C.I.T.Y. Commencement and receive Civic acknowledgements</li> </ul>
<b>By August 10th</b>	<ul style="list-style-type: none"> <li>Complete on-line evaluation of the program and intern</li> </ul>

