

Calling all current high school juniors

What are your plans for the summer?
... want to get a jump start on finding a career that's right for you?



What is C.I.T.Y.? 🤔

It's an opportunity for you to;

- Spend time with local employers - explore career pathways, gain skills and experience that you can use for future jobs
- Test out the 'campus' vibe - attend weekly workshops at CLU, learn employment skills and the college application process with CLU professors and industry experts

What's in it for you? 👍

- Explore the world of a professional – experience day-to-day working in the real-world
- Get great experience that makes you stand out on job and college applications
- Receive academic credit by participating in the program



Where will I do my internship? 🚗

- Many local businesses participate so there are lots of choices:
 - ✓ You will be able to meet and talk directly with employers to choose which business is the best fit for your interests

When is the internship? 🧑

- During the summer:
 - ✓ **4 weeks: from July 1st - 26th, 2019**
 - ✓ **8 weeks: June 17th - August 9th, 2019**
 - ✓ ****Each business participates in the four-week session and some offer an eight-week opportunity****

How many hours will I intern? 🕒

- Internships are at least 10 hours per-week, hours vary depending on the business
- Plus Friday half-day workshops at CLU during July

I'm interested, but feel a bit intimidated. Will I have help? 🧐

- **Yes -**
 - ✓ You'll have help with the application process
 - ✓ You'll have a VCOE supervisor to support you during the actual internship

What are my next steps? ❓

- Turn the page over, or go to www.toaks.org/city

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Art Trek

Non-profit

Newbury Park

Pay Range: Unpaid

of Internships Offered: Five

6-Week Internship (June 17 – July 26)

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

Are you looking for a fun and rewarding summer? Look no further - Art Trek has the internship you need! Interns will assist with our annual Summer Art Camp for kids. Interns will work closely with youth and staff, lead various art projects, games, and activities during the camp, distribute snacks to campers, and are responsible for other duties that may be assigned from time to time.

Naturally, interns 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. Interest in photography is a plus!

Brucar Locksmith

Locksmith

Thousand Oaks

Pay Range: Unpaid

of Internships Offered: One

4-Week Internship (July 1 – July 25)

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

Job would include: identifying and duplicating keys, providing customer service to walk in clients and phone clients (we like to maintain an upbeat, welcoming atmosphere), research for customers, emails, knowledge of Word and Excel, Databases.

The internship would be in our storefront but for the right person with a deeper interest in the locksmithing industry, (and someone who is mechanically inclined) there are opportunities to learn more about locks and safes and keys and how they work and the process we have to take care of each job since no two jobs or customers are the same.

We offer a busy yet comfortable atmosphere. There are ample career opportunities! We hope this will turn into a job and career for the right person.

California Lutheran University – Campus Services

Education – Auxiliary Services
Thousand Oaks
Pay Range: Unpaid
of Internships Offered: Two
4-Week Internship (July 1 – July 25)

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

Our interns will schedule and draw up contracts for on-campus events, answer phone calls regarding summer camps, and other projects as assigned.

Candu Graphics

Printing and Storage
Westlake Village
Pay Range: Unpaid
of Internships Offered: One
4-Week Internship (July 1 – July 25)

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

Looking for a candidate who is interested in graphics art, working with Adobe Suite. We will give you an overview of the print industry along with hands on training designing jobs and setting them up for production. In addition you will help with social media for some of our partners, helping them market their services.

Must have Adobe Suite Produce knowledge.

Community Conscience

Non-profit

Thousand Oaks

Pay Range: Unpaid

of Internships Offered: Two

4-8-Week Internship (June 17 – August 8)

Hours: Dates and hours to Be Determined at hiring interview (will meet minimum for program), length of internship will be until project is completed.

CITY Intern 2019 Job Description: **Social Media and Marketing Guru**

Videos needed to help us tell our story!

Our non-profit owns and operates a building where we provide free rent to 13 other non-profits. The money they save in rent allows them to have more funding for their client programs. We have a rich history and a building that provides help and hope to thousands of people each year. How do we express that to the public? Through the videos you create for us.

This is a volunteer position that will fulfill your CITY program required hours. We would depend on you to use your phone, I-Pad or laptop to record the video and send to us for approval before going public. There are 13 charities you can interview, some of our board members, plus do a video history from pictures in our archives. You will learn a lot about Human Services and see clients getting help first hand.

We are hoping you give us permission to feature you in our newsletter and annual report.

Please contact Robin Britt at 805 494-3543 – robin@communityconscience.org for an interview. We are accepting one or two applicants for this position.

This position requires you to have your own video and editing capabilities. there is no training. They need someone with the experience needed to accomplish this project. If there are two interns you can work collaboratively on the project.

Conejo Players Theatre

Community Theatre

Thousand Oaks

Pay Range: Unpaid

of Internships Offered: Two

8-Week Internship (June 17 – August 8)

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

We are interested in finding intern(s) who desire to learn all aspects of the theatre. This would include lighting, sound, costumes, props, and backstage help. (We are not able to provide a set building internship, as our bylaws do not allow for anyone under 18 to use power tools in our facility.)

We would prefer someone who knows which area(s) they would like to explore - but if there is a specific interest, we can work with that as well.

The work days could vary and could be any day of the week (including Saturday and Sunday), and at any time of the day or evening. A schedule will be worked out with the intern(s).

It is our desire that once the internship is over, the intern(s) would be willing to volunteer to work backstage for our production that runs August 16-September 8 (there are 4 Friday night shows, 4 Saturday night shows, one Thursday show, 2 Saturday matinees, and 4 Sunday matinees).

Conejo Players Theatre is a 100% volunteer organization. No one in our shows, be in staff, crew, or cast, is paid. Our Board of Directors and our producers and directors are all volunteers as well.

Conejo Recreation and Park District

Agency

Thousand Oaks

Pay Range: Unpaid

of Internships Offered: Six

4-Week Internship (July 1 – July 26)

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

Interns will be assisting in recreational programming offered by the Conejo Recreation and Park District. Depending on where in the Park District they are placed they may be helping run youth programs, special events, sports programs, cultural and arts programs, working with individuals with special needs or doing administrative work. In addition to working in programming interns will get an inside look at the inner working of the Park District. This will include our administrative offices, finance, parks and planning, human resources, maintenance and enforcement.

Eckhart's Trailer, Hitch and Welding, Inc.

Manufacturing

Thousand Oaks

Pay Range: Unpaid

of Internships Offered: Four

8-Week Internship (June 17 – August 8)

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

Interns will be working on welding, electrical wiring on a variety of vehicles, basic shop duties such as cleaning, stocking, etc. Depending on the intern's qualifications, we may also give some training on customer relations & sales. Mechanical ability and a strong work-ethic are the most important to us. Welding experience is preferred but not required.

MOMS of Conejo Valley

Advertising & Community Information

Newbury Park

Pay Range: Unpaid

of Internships Offered: One

4-Week Internship (July 1 – July 26)

Hours: to be Determined at hiring interview (Will meet program minimums)

MOMS of Conejo Valley is one of the largest Social Media groups in Southern California with over 16K members and 14k active over a 7-day period. We offer moms a place to buy, sell, trade, ask & play at their fingertips. Our website is an informational guide to all things Conejo a mom could want. We are looking for someone who is interested in researching topics, writing blog posts and creating website content. This is a fun internship that will teach students tips and tools about the social media world.

Pedego 101 Electric Bikes

Sales, rental and service of electric bicycles

Westlake Village

Pay Range: Unpaid

of Internships Offered: One

4-Week Internship (July 1 – July 26)

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

Pedego 101 Electric Bikes is a family-owned dealer for the largest e-bike company in the USA.

We're in our fourth year of business in Westlake Village. Our summer intern would learn valuable skills in time management, interpersonal communications, sales techniques, workplace safety and use of point-of-sale system. They will be trained to accomplish the following tasks:

E-BIKE DEMONSTRATIONS: Assist in-store sales staff with showing folks who visit our store how fun and life-changing an e-bike can be.

E-BIKE RENTALS - Assist staff in getting rental bikes ready for riders and educate renters on how to safely operate our bikes.

SALES - Ring up sales using our intuitive point-of-sale system.

MECHANICS - If they are willing we will have our intern help with basic bike maintenance tasks.

MERCHANDISING: Stock store displays, update inventory in the computer.

SAGE Publishing

Textbook and Journal Publishing

Newbury Park

Pay Range: Paid

of Internships Offered: Five

8-Week Internship (June 17 – August 8)

Hours: To Be Determined at hiring interview – up to 20 hours per week. (will meet minimum for program)

The positions that will be open are for current students who are interested in pursuing a career in publishing. The intern will learn about publishing in general and also gain hands on experience in the department in which they are placed.

Possible departments that will be participating (subject to change) Marketing, Video Production, Editorial, Sales, Books / Journals Production, IT, Legal

SimpliPhi Power Inc

Renewable Energy Storage

Oxnard

Pay Range: Paid

of Internships Offered: Two

8-Week Internship (June 17 – August 8)

Hours: Dates and schedule to Be Determined at hiring interview (will meet minimum for program)

Administration Intern Job Description: Candidates should have an interest in the various supporting roles in business (Human Resources, Marketing, Accounting, Executive Assistant, Office Manager etc...) Have a positive friendly demeanor, who enjoys the supporting role.

The position will entail, but is not limited to the following: • Travel, calendar, and file management • General upkeep of office systems • General support of administrative personnel • working with newsletter database to clean up and segment audiences • building press lists

The Little Angels Project

Non-profit Animal Rescue and Medical Center

Agoura Hills

Pay Range: Unpaid

of Internships Offered: Three

4-Week Internship (July 1 – July 26)

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

We would love to have interns in for us that have a wide variety of interests. We have opportunities ranging from photography to helping with animal handling etc. Below is a brief description of each job. Please indicate your area of interest when applying.

Photography/Videography: -Taking photos and videos of the available animals that are up for adoption -Edit photos and videos to showcase animals in the best way possible to make them look adoptable -Assisting our PR rep on tasks outside of the office that include adoption events, exhibitions, informational events, etc. and providing good quality content of each event to later post online

Public Relations: -Assist our PR representative with sending out email blasts to help raise money for animals that need emergency surgeries, bring in donations for the non-profit, etc. -Assisting our Public Relations representative with social media posts -Create flyers to promote adoption events, upcoming fundraisers, etc. -Assist our PR representative with reaching out to local businesses to provide donations, grants, etc. for the non-profit

Administration -Assisting our head of administration with scanning in documents and filing them properly -Scheduling clients -Learning how to work our online booking systems both for the non-profit and for-profit hospital

Kennel staff: -Help clean dog and cat cages -Assist staff with administering medical protocols such as weighing animals, giving medication, etc. -Walk dogs -Laundry -Assist kennel staff with cleaning the clinic and the cattery

The Reserve at Thousand Oaks

Assisted Living Community

Thousand Oaks

Pay Range: Paid

of Internships Offered: Three

8-Week Internship (June 17 – August 8)

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

The Reserve at Thousand Oaks is offering PAID internships this summer as a Server in our restaurant. We are an Assisted Living Community that provides a full-service lifestyle for our residents including meals, activities, fitness classes, transportation, housekeeping, etc.

The restaurant is in many ways the center of our community. As a Server, you will be responsible for taking orders and serving meals to residents, family members and visiting guests. You will be expected to act in a professional and courteous manner.

Working at The Reserve will provide you with the opportunity to make a real difference in the lives of seniors in our community. Unlike a traditional restaurant, you will be serving the same people each day. This will offer you a chance to make lasting, genuine connections with our incredible residents!

Ventura County Council, Boy Scouts of America

Non-profit

Camarillo

Pay Range: Unpaid

of Internships Offered: One

4-Week Internship (July 1 – July 25)

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

At Boy Scouts of America we have a variety of options. This internship will be with Marketing and will focus on Social Media, Fall Membership Campaign, Print work, helping with developing events and preparation. They will also help in sales strategies that match appeal to our population and promote products and services.

Thousand Oaks Civic Arts Plaza

Theatre

Thousand Oaks

Pay Range: Unpaid

of Internships Offered: Two

8-Week Internship (June 17 – August 8)

Hours: Dates and hours to Be Determined at hiring interview (will meet minimum for program), Variable hours including nights and weekends from June 17th - August 8th. Approximately 8 hours a day.

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.

(CIVIC ARTS PLAZA CONTINUED)

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.

C.I.T.Y. Summer Internship Classes

Practical Skills in Preparing for your Career

California Lutheran University

As part of the internship program, students will be attending a series of five job and life skills classes. Attendance is required. The classes will be held at Cal Lutheran.

SESSION 1:

Friday, June 14: 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. Ullman 100/101

SESSION 2:

Friday, June 28: 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. Swenson 101/102

SESSION 3:

Friday, July 12: 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. Swenson 101/102

SESSION 4:

Friday, July 19: 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. Ullman 100/101

SESSION 5:

Friday, July 26: 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 and are invited to stay for the luncheon and graduation (11:45-1:30pm).

Time: 10 a.m.-1:30 pm Swenson 101/102 + Ranch House lawn for graduation and lunch

Important Dates

Tuesday, March 12	“Internship Fair” & Student applications online
Sunday, April 15	Student Applications Due
Monday, April 20	Businesses Receive Intern Applications
By May 15	Businesses interview applicants and make final decisions
By June 1	Businesses notify Interns and admin of selections
July 1-July 26 (4-week course) minimum 15 hours a week June 17 – August 9 (8-Week Course) Minimum 10 hours a week	Workplace internship (this is the C.I.T.Y. Program minimum. The workplace you choose to apply to may require longer time frame and/or more hours. Please see individual job descriptions)
Fridays June 14, 28; July 12, 19, 26	10:00 – 12:15 - CLU class (Subject to Change)
Friday, July 26	C.I.T.Y. Commencement - 12:15 to 1:30 immediately following last class

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 only 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, name of business applying to, and your last name.

Please note: 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.

**EXAMPLE APPLICATION ONLY – HARD COPY APPLICATIONS WILL NOT BE ACCEPTED.
APPLICATION MUST BE FILLED OUT ONLINE WWW.TOAKS.ORG/CITY**

APPLICATION DEADLINE April 12, 2019.

Please see the list of internships available at: www.toaks.org/city. Please review this list before filling out your application and understand the business requirements. Please also review the guidelines. You must commit to the entire 4- or 8-week program including attending weekly Friday classes at California Lutheran University, whichever is required by the internship you are interested in. If you cannot commit, do not apply. This program is for serious applicants only. Some internships require longer than 6 weeks, please read the requirements before applying.

The program is only for students completing 11th grade in June 2018; applicants must be a minimum of 16 years of age.

Applications will be accepted through April 5, 2018. Please see CITY Guidelines for more information at www.toaks.org/CITY.

1. First Name
2. Last Name
3. Contact Phone Number
4. Contact Email
5. Zip code of Residence
6. Current School

7. Parent/Guardian Name
8. Parent/Guardian Contact Phone
9. Parent/Guardian Contact Email

Please briefly answer the following:

10. Student Work/School Experience/Skills
11. Student Interest and Career Goals
12. Tasks that make up the "Ideal Job"

13. Select the one employer you want to submit your application to

Add any other information that may be pertinent that you want to share with the employer for selection process here. A resume can also be emailed to: Youthcommission@toaks.org.