

High School Summer Intern Program
*Submitted to the California affiliate of the
 International City/County Management Association*

October 5, 2009

SUMMARY

The County of Yolo Human Resources Department completed year two of its High School Summer Intern Program in August 2009. The High School Summer Intern Program is an eight week program open to Yolo County high school students ages 15 to 19. Students volunteer at least 5 hours per week in a department assignment that matches their future career and college goals. Students also attend weekly activities that are designed to introduce students to county government, the services it provides and the benefits of public employment. Students receive support throughout the program from a Human Resources Department mentor.

GOALS

Goal	Description of Achievements
Giving High school students real-world experience to highlight on an employment and/or college application as well as providing students with experience in government that will help them make informed choices about a career in government.	Accomplished. 20 students were placed into work assignments in 11 different County departments. Students also learned job search and interviewing skills, and received resource materials that included templates for resumes and cover letters.
Providing students with community service hours required for graduation from high school.	Accomplished. In 2009, students worked a total of 943.75 hours in department volunteer assignments.
Courting a large local candidate pool to a career in government and ideally to a career with Yolo County government.	Accomplished. The program is marketed to all 15 schools in Yolo County serving students ages 15-19. According to 2008/09 enrollment data from the California Department of Education, there are 9,314 students in Yolo County in grades 9 through 12 who can be courted to a career in government.
Providing the County with a forum to communicate our workforce needs with respect to knowledge, skills and abilities of employees. With that knowledge, students can pursue education and training that will in turn give Yolo County a higher skilled workforce.	Accomplished. The Yolo County values of Service, Performance, Integrity, Responsibility, Innovation and Teamwork serve as a foundation to the program. Each weekly learning activity is tied to one of the county values, and students are encouraged to reflect on the weekly value through postings on the intern Facebook page. In addition, one of the weekly learning activities is an intern-facilitated panel discussion on public service as a career choice.
Exposing county departments to a young workforce and their strengths. The goal is to	Accomplished. As a result of the Yolo County High School Intern Program, county

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assist departments to overcome stereotypes about younger workers and to encourage the hiring of full and part-time high school graduates.	departments have learned that this generation is intelligent, conscientious, determined and committed. Without exception, students have displayed appropriate and professional behavior at every worksite and at weekly learning activities occurring away from the worksite. We would be honored to have any one of our high school intern program participants return to Yolo County as an employee and/or as a college intern.
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METRICS

	<u>2008</u>	<u>2009</u>
# applications received by May 1	54	1
Total # applications received by May 30	127	30
# students starting program	20	19
# students completing program	14	19
Drop out rate (%)	30%	0%
# county departments participating	11	11
Department participation rate (%)	45%	45%
# departments participating in both 2008 and 2009	7	7
# Yolo County communities represented by participants	4	3
# Yolo County high schools represented by participants	7	6
Average # of volunteer hours per student	55	59
Total # volunteer hours for all students	774.5	943.75
<u>Follow-up Survey*</u>		
% of respondents who gained a positive impression of county workers during their department work assignment	100%	<i>Pending</i>
% of respondents who have a positive impression of the County of Yolo as a result of the program	100%	<i>Pending</i>
% of respondents who are interested in pursuing a career in local government	75%	<i>Pending</i>

*For the 2008 program, 8 of the 14 participants responded to the follow up survey (57% response rate).

FUNDING

The costs for the 2008 Yolo County High School Intern Program were fully paid by the County.

The \$2,000 received in April 2009 from the CallCMA Preparing the Next Generation mini-grant nearly covered all out-of-pocket costs for the 2009 intern program. The expenses exceeding \$2,000 were paid by Yolo County. Approximately \$160 in donations to the program were also received from community partners.

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The 2009 program expenses, not including staff time and staff mileage reimbursement, were as follows:

Date	Vendor	Description and Expense Category	Amount
4/26/09	Davis Enterprise	Box advertisement (marketing)	\$270.00
5/3/09	Daily Democrat	Box advertisement (marketing)	\$450.00
5/10/09	Davis Enterprise	Box advertisement (marketing)	\$270.00
6/8/09	Oriental Trading Company	Trophies and giveaways (recognition)	\$63.94
6/15/09	Target	Miscellaneous prizes for orientation raffle (learning activity)	\$70.64
6/15/09	Target	Water/soft drinks for orientation and scavenger hunt (learning activity)	\$53.84
6/23/09	Orchard Supply Hardware	Supplies (recognition)	\$12.14
6/23/09	Office Depot	Supplies (recognition)	\$15.21
7/21/09	Woodland Valero	Fuel costs for transportation to Bioreactor tour (learning activity)	\$26.44
7/27/09	Office Depot	Supplies for job search learning activity and closing ceremony invitations (learning activity/recognition)	\$27.14
8/4/09	Michaels	Supplies for closing ceremony centerpieces (recognition)	\$34.55
8/4/09	Bel Air	Food and supplies for closing recognition ceremony (recognition)	\$84.53
8/5/09	All Action Awards	Plaques for closing recognition ceremony (recognition)	\$693.28
8/5/09	B&B Party Rentals	Decorations for closing recognition ceremony	\$64.71
8/6/09	Bel Air	Food for closing recognition ceremony (recognition)	\$374.86
		TOTAL:	\$2,511.28

LESSONS LEARNED

- The best (and lowest cost) resource for marketing the program is through high school career/summer activity fairs.
- All internship positions should be unpaid/volunteer.
- Develop partnerships with local community social service organizations that serve low-income and underrepresented youth.

CONCLUSION

The County of Yolo is committed to continuing its High School Summer Intern program beyond 2009. A major focus of the 2010 program will be enhanced partnerships with local social service organizations that serve low income and underrepresented youth to ensure better representation from this demographic.