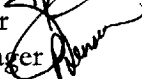


HUMAN RESOURCES MEMORANDUM

#07-01

April 26, 2007

TO: Honorable Mayor Kathleen M. Novak and City Council members

FROM: A. J. Krieger, City Manager
Paula Jensen, Center Manager 

SUBJECT: CR 30, City of Northglenn High School Internship Program

RECOMMENDATION:

Attached to this memorandum is a resolution which, if approved, would establish the City of Northglenn High School Internship Program for the summer of 2007. City staff recommends approval.

BACKGROUND:

At the request of Councilwoman Gaye Monroe, the City of Northglenn is offering a summer internship program that will allow high school students (ages 15-17) with an interest in local government to participate in projects and programs designed to broaden their understanding of local government, meet members of the employee staff, and work in the various city departments. Interns will meet Monday through Friday, 8:30 – 11:30 a.m., June 18 – July 18, 2007. An application process is required.

POTENTIAL OBJECTION:

City Staff is not aware of any specific opposition to the proposed program.

BUDGET/TIME IMPLICATIONS:

Interns participating in this program will receive an hourly wage (\$8.50) plus a possible program completion award of \$100 and .25 high school credit.

A staff member from each department/division will give 3 hours of time to the program participants.

STAFF REFERENCE:

If Council members have any comments or questions they may contact Paula Jensen at 303.450.8877 or pjensen@northglenn.org

SPONSORED BY: COUNCIL MEMBER MONROE

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-30
Series of 2007

Series of 2007

A RESOLUTION ESTABLISHING THE CITY OF NORTHGLENN HIGH SCHOOL
INTERNSHIP PROGRAM FOR THE SUMMER OF 2007

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN.
COLORADO, THAT:

Section 1. The City Council of the City of Northglenn hereby establishes the High
School Internship Program Summer 2007 as generally described in the attached summary of the
Program.

DATED at Northglenn, Colorado, this ____ day of _____, 2007.

KATHLEEN M. NOVAK
Mayor

ATTEST:

DIANA L. LENTZ, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney

The City of Northglenn presents

The High School Internship Program: Summer 2007



The City of Northglenn is offering an internship program that allows high school students (ages 15-17) with an interest in local government to participate in projects and programs designed to broaden their understanding of local government, meet members of the employee staff, and work in the various city departments. Interns meet Monday through Friday, 8:30 – 11:30 a.m., June 18 – July 18, 2007. An application process is required. Interns participating in this program will receive an hourly wage (\$8.50) plus a possible program completion award of \$100 and .25 high school credit. *Please note that space in this program is limited to five (5) participants.*

The deadline for applications is Friday, April 20, 2007

Eligibility Requirements for the Summer 2007 High School Internship Program

1. You must be a Northglenn resident and/or currently enrolled at Northglenn High School, age 15- 17.
2. You are interested in finding out about jobs and careers in local government.
3. You must have a minimum 2.0 (“C”) grade point average.
4. You must be able to commit to 4 weeks, June 18 - July 18, 2007, Monday – Friday, 8:30 – 11:30 a.m. [STUDENTS WILL NOT REPORT ON JULY 4, 2007](#)

Application Requirements for the Summer 2007 High School Internship Program

- ☐ Completed application form
- ☐ Two (2) letters of recommendation (one personal and one teacher/counselor)
- ☐ Copy of official high school transcript

All documents required to complete the application must be submitted in ONE envelope postmarked or hand delivered by Friday, April 20, 2007 to:

Paula Jensen, Center Manager
High School Internship Program: Summer 2007
City of Northglenn
11701 Community Center Drive
Northglenn, CO 80233

If your application is considered we will request that you come in for an interview early May. You will receive notification of acceptance for the Summer 2007 High School Internship Program by Tuesday, May 14, 2007.



City of Northglenn

Application for the High School Internship Program: Summer 2007

Part 1: Student Information

Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Email: _____

Phone Number: _____

You will be required to attend the summer internship program every weekday for 4 weeks from Monday, June 18 through Friday, July 13, 2007, from 8:30 a.m. to 11:30 a.m.

[STUDENTS WILL NOT REPORT ON JULY 4, 2007](#)

Please print and sign your name below indicating that you can commit to these dates:

Print Name

Signature

Date



4. What are your plans after high school?