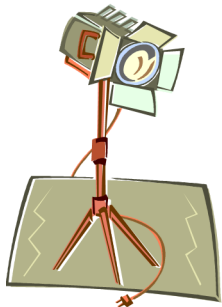


## PROGRAM GOAL

The High School Summer Intern Program enhances Yolo County's recruitment and retention efforts by viewing interns as potential new hires who are worth cultivating. The intern program is a way to create a new pool of young workers who have already been exposed to working in government. Our ultimate goal is for student interns to remember their positive experience with Yolo County and seek regular employment with us upon graduation from high school and/or college.

The benefits to students are the opportunity to obtain work experience to highlight on an employment and/or college application as well as experience in government that will help them make informed choices about a career in government. Students also earn community service hours

required for graduation from high school.



## IMPORTANT PHONE NUMBERS

Program Administrators:  
Gina Duncan, Tel: 530 666 8149  
Jenny Sossaman, Tel: 530 666 8328  
Carol Jimenez, Tel: 530 666 8053

Workplace Injury or Illness:  
Sharon Hill, Tel: 530 666 8054

## SUCCESS FACTORS

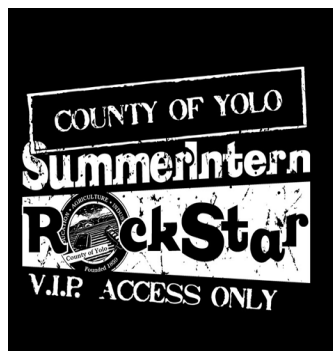
**County of Yolo  
High School  
Summer Intern Program**



*Presented by the County of Yolo  
Human Resources Department*

[www.yolocounty.org](http://www.yolocounty.org)

## ROLES AND RESPONSIBILITIES



The County of Yolo High School Intern Program has been carefully designed to ensure participants remain excited, engaged and supported through-

out the program. Clearly defined roles and responsibilities are essential to the success of the program.

### Program Administrator Responsibilities

The Program Administrators develop and facilitate all aspects of the Intern Program. The specific responsibilities are:

- ★ Schedule and plan program activities;
- ★ Prepare program materials;
- ★ Facilitate program partnerships;
- ★ Liaison with schools and other community youth organizations;
- ★ Recruit and place students;
- ★ Oversee department placements;
- ★ Oversee HR mentors;
- ★ Provide regular and ongoing communication; and
- ★ Facilitate continuous recognition awards and ceremonies.

### HR Mentor Responsibilities

Human Resources Department staff at every level serve as mentors to intern program participants. Each student is assigned a single mentor, and HR mentors are assigned more than one mentee. The role of the HR mentor is to provide the student with a personal connection and support to complete the program. Mentors will check in with their assigned mentees on at least a weekly basis, will ensure all students are made welcome at weekly learning activities, and will encourage the students to make connections with other program participants. Most importantly, mentors are local government ambassadors who are excited to share their passion about choosing a career in local government.

### Department Responsibilities

The department contact for each intern assignment is responsible for orienting the student intern to the local government workplace, overseeing the student's work, and recognizing the student for his or her contributions.



### Frequently Asked Questions

- Q: As a department contact, I am having a problem with my intern's attitude, behavior, dress and adherence to the assigned work hours. What should I do?**
- A: Contact one of the program administrators to explain the problem. The program administrator will follow up with the student to address the issue and will communicate the results of that discussion to the department contact and the intern's HR mentor.
- Q: I am an HR mentor and my student told me that she does not like her department assignment. Should I contact the department to discuss the problem?**
- A: No. Please let one of the program administrators know. Once the issue is resolved, you will be informed so that you can communicate the results to the student.

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