

Guidelines for Mayor's Youth Council

Mayor's Youth Council is an internship program comprised of three different parts, education, service and outreach. Youth Council members are expected to be involved in the planning, organization and implementation of events such as recreation special events, community outreach and service projects. Members will also intern with other departments to further their education in government. In an effort to provide you with a positive training experience, we offer the following suggestions:

Personal Conduct:

- Arrive at your internship site/meeting at least 5 minutes before the scheduled starting time. Please notify your assigned Supervisor/Coordinator if you must be late. Call your Supervisor/Coordinator at least two hours prior to your scheduled starting time if you plan to be absent.
- Report to your site supervisor at the beginning and end of each assignment. Do not leave your assigned department without the permission of your supervisor. Please ask for permission if you must leave early.
- If your site allows a short break, use this time to take care of personal business. Take your break in the designated break area and stay within the time allotted.
- Provide feedback and ideas for service projects, community outreach and internship.
- Please use discretion when discussing issues that pertain to your internship site. If you see or hear something you question, please discuss it with your Coordinator.
- Do not change your schedule without supervisor approval.

Grooming Standards:

- Appropriate dress and appearance will be expected at all times. Your Coordinator and Supervisor will tell you what is appropriate for your industry and your site.
- Clothing should be clean and pressed.

Safety and Security:

- Safety rules should be observed at all times. Ask your supervisor about specific rules and emergency procedures for your department.
- Report all hazards, accidents, or injuries to your site supervisor immediately.
- Personal belongings are your responsibility. Ask your supervisor where you can store your personal belongings.

Period of Performance

The internship shall commence in October 2020, and shall continue through August 31, 2021. Internship includes attending all four Mayor's Youth Council meetings (held on Mondays at 3:30pm, dates are TBD), events and projects, and four internship sessions with City of Newport Beach staff.

Scope of Work

This internship is an educational tool to help students learn, in depth, about the different careers offered within Newport Beach. Interns will then use their acquired experience and knowledge to better inform their community and govern the Mayor's Youth Council events and projects.

Recreation Contact

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