



## **VOLUNTEER (UNPAID) SUMMER INTERNSHIP**

**City of Miami Gardens, Fl. (109,700)**  
**Posted Date: 7/4/2014**  
**Deadline: 7/14/2014**  
**Program Dates: 7/21/2014 – 8/15/2014**

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The City of Miami Gardens (CMG) is seeking highly qualified high school seniors, undergraduate and graduate college students to gain volunteer experience within a municipal government setting as **CMG Prime<sup>HR</sup> Summer Internship Program** participant.

Selected students are placed within a City Department for four (4) weeks as volunteer (unpaid) summer Interns. Students are placed based on chosen field of study and/or career interest. The **CMG Prime<sup>HR</sup> Summer Internship Program** is designed to provide students an opportunity to explore their career path, develop industry specific skills and knowledge, receive mentorship, and increase their professional network.

The inclusive elements of the program have been carefully selected to provide a well-balanced experience that enables participants to make the most of the internship placement - while simultaneously helping the student to focus his/her career direction and increase future job market employability.

### **CMG Prime<sup>HR</sup> Summer Internship Program Highlights**

- Summer Internship Placement
- Opportunity to Explore Career Interest
- Mentorship and Networking with Municipal Executives
- Municipal Government Volunteer Experience

### **Eligibility and Enrollment Criteria**

Applicants must be able to provide proof of current enrollment as a full-time student as determined by the school, organization, or institution as follows:

1. The student must provide proof of full-time enrollment, when applicable; or
2. The student has been accepted into an educational institution which will meet the above requirement, when between institutions (e.g., from high school to college); or
3. The student is not currently enrolled but is qualified to work during the summer break.

The student must provide proof of continuing full-time enrollment (e.g. full-time enrollment in the upcoming fall term will qualify).

### **Internship Applicant Screening**

The Human Resources Department will screen all intern applications to determine eligibility. Screening may include:

- 1. Reference Checks:** References regarding previous employment, academic standing, school records, etc., may be checked by the Human Resources Department on all applicants.
- 2. Background Checks:** Human Resources will conduct background checks for applicants who are being considered. These checks may include, but are not limited to Motor Vehicle Records, Statewide and National Criminal background checks, educational checks and other screening deemed necessary to establish eligibility.
- 3.** The Human Resources Department may administer various tests designed to measure a candidate's job skills, aptitude, and potential for successful work performance.
- 4.** The Human Resources Department will screen the applications for minimum requirements and will forward only qualified applicants for interview with prospective City Department.

Any applicant knowingly providing fraudulent or false statements on any application or examination may be deemed cause for the exclusion of such application from consideration or for terminating the internship.

**Please send Internship Application and Resume to:  
City of Miami Gardens  
Human Resources Department  
Attention: Veronica Davis, Director of Human Resources  
18605 NW 27th Avenue  
Miami Gardens, FL 33056  
Fax: (305) 914-9010  
[www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)  
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