



City of Commerce

VOLUNTEER COLLEGE INTERNSHIP PROGRAM



“Preparing For The Future”



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The City of Commerce Volunteer College Internship Program provides on-the-job practical training and work experience in a municipal government organization. The program exposes students to careers in local government while developing their professional skills in a hands on work environment thereby applying their academic knowledge.

College students are encouraged to participate in this program as a non-paid intern to gain valuable work experience in one of the City departments.

Please contact the City of Commerce to inquire about internship opportunities that may be available in the:

- City Administrator's Office
- Community Development Department
- Community Services Department
- Finance Department
- Human Resources Department
- Library Services Department
- Parks and Recreation Department
- Public Information Office
Graphics/Cable TV
- Transportation Department



MINIMUM QUALIFICATIONS

Must be at least 18 years old, currently enrolled in an accredited college or university, or a recipient of the City of Commerce Scholarship Fund. Must be committed to work a minimum of three (3) hours per week.

Some departments may require the possession of a valid California driver's license.

PLACEMENT PROCESS

Applicants who meet the minimum qualifications will be referred to the department(s) requesting interns.

Final selection will be based upon successful interview and approval of the hiring authority. No person shall be appointed to a Volunteer position who is within the chain-of-command of his/her relative by blood or marriage within the first degree.

As a condition of your volunteer internship assignment, you will be required to successfully complete a criminal background check prior to your start date.

For more information on the Volunteer College Internship Program, please contact the Human Resources Department at (323) 722-4805, Ext. 2266 or visit the City's website at www.ci.commerce.ca.us



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