

OPPORTUNITIES

Various City departments participate in the volunteer and internship programs. Some of the departments include:

- City Attorney
- City Clerk
- City Manager
- City Treasurer
- Community Development
 - Building
 - Code Enforcement
 - Economic Development
 - Planning
- Community Services
 - Building Maintenance
 - Fleet Maintenance
 - Library
 - Older Adult Services
 - Park Maintenance
 - Recreation
 - Recycling & Waste Reduction
 - Street Maintenance
- Engineering Services
- Finance
- Fire
- Housing
- Human Resources
- Information Systems
- Police
- Utilities
 - Escondido Canal
 - Lakes
 - Recycled Water
 - Wastewater / Collection
 - Wastewater / Treatment
 - Water / Treatment
 - Water Distribution

WHAT ELSE SHOULD I KNOW?

We look forward to you joining our team for a volunteer or internship experience that will prove to be beneficial in your personal and professional development. For additional information and volunteer/ internship application materials, please contact the Human Resources Department which is located on the 2nd floor of City Hall at:

City of Escondido
Human Resources Department
201 N. Broadway
Escondido, CA 92025
(760) 839-4643



Volunteer & Internship Opportunities



**A Better You,
A Better Escondido**

ABOUT OUR PROGRAMS

Volunteer Program

The City's volunteer program is designed to coordinate and manage citywide volunteer efforts which support existing City services provided to the community.

The program addresses community service needs by effectively matching individuals to City departments that have a variety of exciting volunteer opportunities.

Internship Program

The City's internship program offers students an opportunity to learn about how city government operates.

The purpose of our internship program is to help students gain a realistic perspective of the working world, particularly in city government. As an intern at the City of Escondido you will gain marketable work experience while making valuable business networking contacts.



REQUIREMENTS

All volunteers and interns, regardless of assignment, must adhere to the rules, policies and regulations set forth by the City.

Volunteer Requirements

Volunteers must be at least 14 years of age. All volunteers under the age of 18 must have written parental consent and a work permit.

Internship Requirements

All interns must:

- Have completed at least two years of college education or be enrolled in a college class that requires participation in an internship program.
- Be a current undergraduate or graduate student attending a college or university.
- Per FLSA compliance, all interns must receive academic credit from their college or university.

APPLICATION PROCESS

All potential volunteers and interns must complete an application. If you will be working with minors, a supplemental application is also required. Application forms can be obtained from the Human Resources Department. All interns must provide written documentation from their college or university indicating they will be receiving academic credit for their internship assignment.

SCREENING PROCESS

Each potential volunteer or student intern be interviewed by City department representatives. In addition to the interview, the department will conduct a minimum of two reference checks with the names given by the potential volunteer/student intern at the time of application.

All volunteers and student interns will be Live Scan fingerprinted at the Escondido Police Department, paid for by the City.

Once a potential volunteer or student intern has been interviewed, references checked and Live Scan fingerprinting completed, a department may choose to accept or decline a potential individual's services.

The City of Escondido is proud to be an Equal Employment Opportunity Employer who does not discriminate on the basis of race, color, religion, disability, sex, age, national origin, or sexual orientation.

