

Calling all current high school juniors

What are your plans for the summer?
... want to get a jump start on finding a career that's right for you?



What is C.I.T.Y.? 🤔

It's an opportunity for you to;

- Spend time with local employers - explore career pathways, gain skills and experience that you can use for future jobs
- Test out the 'campus' vibe - attend weekly workshops at CLU, learn employment skills and the college application process with CLU professors and industry experts

What's in it for you? 👍

- Explore the world of a professional – experience day-to-day working in the real-world
- Get great experience that makes you stand out on job and college applications
- Receive academic credit by participating in the program



Where will I do my internship? 🚗

- Many local businesses participate so there are lots of choices:
 - ✓ You will be able to meet and talk directly with employers to choose which business is the best fit for your interests

When is the internship? 🧑

- During the summer:
 - ✓ **4 weeks: from July 1st - 26th, 2019**
 - ✓ **8 weeks: June 17th - August 9th, 2019**
 - ✓ ****Each business participates in the four-week session and some offer an eight-week opportunity****

How many hours will I intern? 🕒

- Internships are at least 10 hours per-week, hours vary depending on the business
- Plus Friday half-day workshops at CLU during July

I'm interested, but feel a bit intimidated. Will I have help? 🧑

- **Yes -**
 - ✓ You'll have help with the application process
 - ✓ You'll have a VCOE supervisor to support you during the actual internship

What are my next steps? ❓

- Turn the page over, or go to www.toaks.org/city

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Please note: Please check www.toaks.org/city before you apply. Also remember if you want to have help with the application or interviewing skills, Conejo Youth Employment Services can provide assistance - yescyes@gmail.com or call 805.496.6868.

Art Trek

Non-profit

Newbury Park

Pay Range: Unpaid

of Internships Offered: Five

6-Week Internship (June 17 – July 26)

Hours: To Be Determined at hiring interview (will meet minimum for program)

Are you looking for a fun and rewarding summer? Look no further - Art Trek has the internship you need! Interns will assist with our annual Summer Art Camp for kids. Interns will work closely with youth and staff, lead various art projects, games, and activities during the camp, distribute snacks to campers, and are responsible for other duties that may be assigned from time to time.

Naturally, interns are expected to have an interest in the arts, maintain a professional demeanor, and assist in preparation and cleanup of art supplies and the studio. Interest in photography is a plus!

Candu Graphics

Printing and Storage

Westlake Village

Pay Range: Unpaid

of Internships Offered: One

4-Week Internship (July 1 – July 25)

Hours: To Be Determined at hiring interview (will meet minimum for program)

Looking for a candidate who is interested in graphics art, working with Adobe Suite. We will give you an overview of the print industry along with hands on training designing jobs and setting them up for production. In addition you will help with social media for some of our partners, helping them market their services.

Must have Adobe Suite Produce knowledge.

Center 4 Special Needs

Non-profit

Simi Valley

Pay Range: Unpaid

of Internships Offered: Three

4 or 8-Week Internship (June 17 through August 8)

Hours: To Be Determined at hiring interview (will meet minimum for program)

Helping prepare materials for events, help with organization in office assistance with letter writing, inventory, data entry making calls prepping for our largest fundraiser of the year

California State Assembly – Office of Assemblymember Jacqui Irwin

Government

Camarillo

Pay Range: Unpaid

of Internships Offered: Two

8-Week Internship (June 17 – August 8)

Hours: 10:30 – 5 p.m. To Be Determined at hiring interview (will meet minimum for program)

Overview One of the best ways to learn the inner workings of government and your community is through a State Assembly internship program. Assemblymember Jacqui Irwin is looking for bright, self-motivated, energetic individuals that are interested in learning the dynamics of working in a legislative district office. Assemblymember Jacqui Irwin represents the mostly coastal district that includes Westlake Village, Moorpark, Thousand Oaks, Camarillo and part of Oxnard.

Description Among the chief roles of a district office is to keep the local community connected with the legislative work taking place in the State Assembly in Sacramento. This is accomplished through community-based events, constituent casework, correspondence and everyday involvement with the community of the 44th Assembly District. As an intern you will be prepared to and provide support to staff with special events, constituent services, and special projects related to general administrative duties of the district office. The goal is to establish a workable and mutually beneficial relationship between the legislator and the intern.

Desired qualifications: The ideal candidate must be enrolled in an educational program upon the start of your internship. The ideal candidate will have an interest in public policy, community organizing, political science, economics, English, communications, public relations or a similar area of study or career path.

Essential duties include:

- Active involvement in monitoring District and State issues, current events and relevant legislation
- Assist in research and planning of upcoming events and projects
- Provide accurate and complete information in response to constituent inquiries and community issues
- Assist with and maintain office procedures, routine correspondence, telephone inquiries and special projects
- Develop clear knowledge and understanding of principals, functions, practices and operations of the California State Legislature
- Assist with responding to a variety of constituent inquiries and issues

Conejo Players Theatre

Community Theatre

Thousand Oaks

Pay Range: Unpaid

of Internships Offered: Two

8-Week Internship (June 17 – August 8)

Hours: To Be Determined at hiring interview (will meet minimum for program)

We are interested in finding intern(s) who desire to learn all aspects of the theatre. This would include lighting, sound, costumes, props, and backstage help. (We are not able to provide a set building internship, as our bylaws do not allow for anyone under 18 to use power tools in our facility.)

We would prefer someone who knows which area(s) they would like to explore - but if there is a specific interest, we can work with that as well.

The work days could vary and could be any day of the week (including Saturday and Sunday), and at any time of the day or evening. A schedule will be worked out with the intern(s).

It is our desire that once the internship is over, the intern(s) would be willing to volunteer to work backstage for our production that runs August 16-September 8 (there are 4 Friday night shows, 4 Saturday night shows, one Thursday show, 2 Saturday matinees, and 4 Sunday matinees).

Conejo Players Theatre is a 100% volunteer organization. No one in our shows, be in staff, crew, or cast, is paid. Our Board of Directors and our producers and directors are all volunteers as well.

Conejo Recreation and Park District

Agency

Thousand Oaks

Pay Range: Unpaid

of Internships Offered: Six

4-Week Internship (July 1 – July 26)

Hours: To Be Determined at hiring interview (will meet minimum for program)

Interns will be assisting in recreational programming offered by the Conejo Recreation and Park District. Depending on where in the Park District they are placed they may be helping run youth programs, special events, sports programs, cultural and arts programs, working with individuals with special needs or doing administrative work. In addition to working in programming interns will get an inside look at the inner working of the Park District. This will include our administrative offices, finance, parks and planning, human resources, maintenance and enforcement.

Conejo Valley Unified School District

Agency/Education

Thousand Oaks

Pay Range: Paid

of Internships Offered: Three

6-Week Internship (Between June 17 and July 31)

Hours: To Be Determined at hiring interview (15-20 hours a week, will meet minimum for program)

Three internships:

Planning Department Intern will assist with the planning and construction process including preparing bid documents, site visits, photo documentation of projects, scanning and filing of projects, and more.

Fiscal Services Department Intern will work with our accounting team in accounts payable/receivable, bookkeeping, ledger entries, budget management and more.

Human Resources Department Intern will work with HR staff on hiring processes, recruiting, onboarding staff, exiting staff, file updates, and more.

Diamond Ground Products, Inc.

Manufacturing

Newbury Park

Pay Range: Paid

of Internships Offered: One

4-Week Internship (July 1 - 26)

Hours: To Be Determined at hiring interview (will meet minimum for program)

We are a manufacturing company that designs and builds its own products. Our intern could work in one of the following departments: Customer service Order entry Assembly Shipping Machine Shop Accounting

Eckhart's Trailer, Hitch and Welding, Inc.

Manufacturing

Thousand Oaks

Pay Range: Unpaid

of Internships Offered: Four

8-Week Internship (June 17 – August 8)

Hours: To Be Determined at hiring interview (will meet minimum for program)

Interns will be working on welding, electrical wiring on a variety of vehicles, basic shop duties such as cleaning, stocking, etc. Depending on the intern's qualifications, we may also give some training on customer relations & sales. Mechanical ability and a strong work-ethic are the most important to us. Welding experience is preferred but not required.

GoldenBiotech, LLC

Biotech/Biopharma

Newbury Park

Pay Range: Unpaid

of Internships Offered: Three

8-Week Internship (June 17 – August 8)

Hours: To Be Determined at hiring interview (will meet minimum for program)

Description of Company and its Mission

GoldenBiotech, LLC, is an early-stage startup biotech/biopharma R & D company focusing on using novel tailor-made polymeric drug delivery systems, fabrication methods, biomaterials, and specially adjusted formulations to treat serious diseases.

Our mission is to demonstrate proof of principle in treating serious diseases in our target areas of drug delivery and biomaterials. Our vision is to treat serious diseases by transferring biomedical breakthrough technologies to the global healthcare community.

We have 3 openings for high school student summer intern for science positions

Core Requirements: High GPA in math and science. Good problem solving and organizational skills. Excellent verbal and written communication skills. Works well in teams. Lab experience desirable.

Position 1: Fabrication developer Assist in the preparation of novel biomedical materials for implantation and drug delivery including 3D printing. This is a hands-on position involving meticulous weighing of materials, high speed mixing and analyzing the mechanical properties of resultant polymers. This position is well suited for a student thinking of a career in mechanical/chemical engineering, chemistry or physics.

Position 2: Pharmaceutical Analyst Hands-on position in the analysis of in vitro drug delivery by use of state-of-the-art software controlled High Performance Liquid Chromatography (HPLC). Individual will become proficient in computer controlled operations and multi-sample handling. This position is well suited for a student thinking of a career in biology or biochemistry especially in the fields of pharmaceuticals and biotech.

Position 3: Spectroscopist analyst Assist in the analysis of materials by its interaction with electromagnetic radiation. The student will learn and have hand-on experience with techniques such as NMR (Nuclear Magnetic Resonance), FTIR (Fourier Transform Infrared) and UV/Vis (Ultraviolet/visible). This position is for a student who has a high aptitude in chemistry, math and physics. For NMR, the student should have a desire to understand molecular structure including peptides and proteins.

LeXT Robo Academy

STEM Education Center

Agoura

Pay Range: Unpaid

of Internships Offered: One

4-Week Internship (July 1– July 26)

Hours: To Be Determined at hiring interview (will meet minimum for program)

We are looking for interns who are interested in a career in STEM education, and love working with children. Here at LeXT Robo Academy, we use LEGO education concept and curriculum to provide a hands-on learning experience and fun environment for our students while developing their skills in science, technology, engineering, and mathematics.

Students between the ages of 3-12 years old will build and design the infrastructures using mechanical engineering principles and concept through engaging S.T.E.M. base activities and workshops.

Throughout our sessions, we also teach scientific principles, the structure of an object, energy, knowledge of gears movement and fundamentals of robotics and programming including sound sensors and touch sensors.

By joining the LeXT Robo Team this summer, interns will be able to gain valuable experience in teaching, tutoring, working with children, sales, business structure, business marketing, community outreach, event organizing, leadership, public speaking, etc... And most importantly, interns will have a blast while working with us! Education is a very rewarding career field!

We require that our interns must be interested in: ♣ Education ♣ Early Childhood Development ♣ Science ♣ Technology ♣ Engineering ♣ Math ♣ Programming Other requirements: ♣ Reliable Transportation ♣ Must be responsible and committed with excellent communication skills

Preferred (but not required) prior experience in: ♣ Camp advisor ♣ Computer Science ♣ Web Design ♣ Customer service ♣ Volunteering ♣ Tutoring ♣ Babysitting

Mountains Restoration Trust

Environmental

Agoura

Pay Range: Unpaid

of Internships Offered: two

8-Week Internship (June 17 – August 8)

Hours: 8 hours Tues-Thurs, To Be Determined at hiring interview (will meet minimum for program)

Two positions available for dedicated unpaid student interns to learn primarily field-based applications and methods of aquatic and terrestrial restoration in the Santa Monica Mountains. Interns will work closely with restoration technicians in daily restoration activities at multiple sites.

Interns may have the opportunity to participate in some/all of the following:

- aquatic restoration through the mechanical trapping of aquatic invasive species
- mapping of invasive vegetation
- removal of invasive plants
- planting, watering and maintaining native plantings
- Nursery propagation of plants

Ideal applicants will possess the following skill sets:

Physically capable of: hiking up to 3 miles in a day in areas that may have steep terrain, working in hot climate conditions during the summer with limited shade (depending on the site)c Carrying gear during field work up to a maximum of 20 lbs, Ability to follow directions with attention to detail, Possess a passion for working in the outdoors and an interest in biological sciences

Some previous experience with the following is preferred but not required: - hiking - performing plant maintenance tasks (including watering, weeding, pruning, etc) - Using a GPS for navigation - Identifying animals using a key or a field guide

SAGE Publishing

Textbook and Journal Publishing

Newbury Park

Pay Range: Paid

of Internships Offered: Five

8-Week Internship (June 17 – August 8)

Hours: To Be Determined at hiring interview – up to 20 hours per week. (will meet minimum for program)

The positions that will be open are for current students who are interested in pursuing a career in publishing. The intern will learn about publishing in general and also gain hands on experience in the department in which they are placed.

Possible departments that will be participating (subject to change) Marketing, Video Production, Editorial, Sales, Books / Journals Production, IT, Legal

Rustic Wood Accents

Woodworking/Cabinetry

Newbury Park

Pay Range: Paid

of Internships Offered: One

4-Week Internship (July 8 – August 2)

Hours: To Be Determined at hiring interview (will meet minimum for program)

We are a small family business specializing in creating custom rustic mantels, shelving, and tables made from reclaimed industrial and barn wood. We would love an intern who has some experience working with sanders and wood. We encourage creative input while teaching the art of a rustic look. You can also learn about running a small business, discussing marketing, pricing, sales, customer service, etc.

Job Summary: Responsible for assistance in producing, sanding, and staining wood products, primarily rustic mantels and shelving.

Primary responsibilities: Produce wood products, primarily mantels and shelving. Verify dimension using tape measure. Sand products using sander and hand sanding. Chisel and brush wood to clean and create rustic look. Stain or coat products with water-based stain. Assist in moving wood inventory. Pack and box products for shipping.

Prefer someone who is detail oriented, with experience in woodshop class.

Sodexo

Food Service

Thousand Oaks

Pay Range: Paid

of Internships Offered: One

4-Week Internship (July 1 – July 25)

Hours: To Be Determined at hiring interview (will meet minimum for program)

Intern will work with production supervisor to prepare menus, print recipes, production logs, complete some logs required to maintain safe food practices, known in the industry as HACCP, on a weekly basis, prepare binders for cooks with all of the culinary directions for the weekly menu by station, assist with food inventory and storeroom organization

The Little Angels Project

Non-profit Animal Rescue and Medical Center

Agoura Hills

Pay Range: Unpaid

of Internships Offered: Three

4-Week Internship (July 1 – July 26)

Hours: To Be Determined at hiring interview (will meet minimum for program)

We would love to have interns in for us that have a wide variety of interests. We have opportunities ranging from photography to helping with animal handling etc. Below is a brief description of each job. Please indicate your area of interest when applying.

Photography/Videography: -Taking photos and videos of the available animals that are up for adoption -Edit photos and videos to showcase animals in the best way possible to make them look adoptable -Assisting our PR rep on tasks outside of the office that include adoption events, exhibitions, informational events, etc. and providing good quality content of each event to later post online

Public Relations: -Assist our PR representative with sending out email blasts to help raise money for animals that need emergency surgeries, bring in donations for the non-profit, etc. -Assisting our Public Relations representative with social media posts -Create flyers to promote adoption events, upcoming fundraisers, etc. -Assist our PR representative with reaching out to local businesses to provide donations, grants, etc. for the non-profit

Administration -Assisting our head of administration with scanning in documents and filing them properly -Scheduling clients -Learning how to work our online booking systems both for the non-profit and for-profit hospital

Kennel staff: -Help clean dog and cat cages -Assist staff with administering medical protocols such as weighing animals, giving medication, etc. -Walk dogs -Laundry -Assist kennel staff with cleaning the clinic and the cattery

The Reserve at Thousand Oaks

Assisted Living Community

Thousand Oaks

Pay Range: Paid

of Internships Offered: Three

8-Week Internship (June 17 – August 8)

Hours: To Be Determined at hiring interview (will meet minimum for program)

The Reserve at Thousand Oaks is offering PAID internships this summer as a Server in our restaurant. We are an Assisted Living Community that provides a full-service lifestyle for our residents including meals, activities, fitness classes, transportation, housekeeping, etc.

The restaurant is in many ways the center of our community. As a Server, you will be responsible for taking orders and serving meals to residents, family members and visiting guests. You will be expected to act in a professional and courteous manner.

Working at The Reserve will provide you with the opportunity to make a real difference in the lives of seniors in our community. Unlike a traditional restaurant, you will be serving the same people each day. This will offer you a chance to make lasting, genuine connections with our incredible residents!

Thousand Oaks Acorn

Media Company

Agoura

Pay Range: Unpaid

of Internships Offered: One

8-Week Internship (June 17 – August 8)

Hours: To Be Determined at hiring interview (will meet minimum for program)

The student who gets this internship will be challenged to work as an Acorn reporter for two months. Strong grasp of grammar, punctuation and sentence structure a must; some knowledge of AP Style also necessary. Must have minimum 1-year experience working on their high school paper in some capacity. Need highly motivated and highly responsible candidate as much of the work will be unsupervised. They will be expected to make deadlines! Desire to pursue journalism as a career preferred.

Thousand Oaks Library

Government/Education

Thousand Oaks

Pay Range: Unpaid

of Internships Offered: One

4-Week Internship (July 1 – 26)

Hours: To Be Determined at hiring interview (will meet minimum for program)

Thousand Oaks Library is pleased to offer an intern a broad introduction to public library service. The intern will spend time behind the scenes learning how the Thousand Oaks Library operates as well as working with the public by assisting librarians and staff with summer programs such as storytimes, performances and other programs as needed.

The intern will mainly spend their time working in Children's and Young Adult Services section but will also gain experience with other Library departments. The intern will be exposed to collection development processes, public program planning and publicity. Opportunities will also be provided for observation and experience in the Administration, Circulation, Digital and Reference Services, Newbury Park Library, and Technical Services sections.

The internship is designed to meet the following objectives:

- * To gain experience and familiarity with the Library's Public and Support Services Divisions and provide assistance with library programming and other activities.
- * To gain experience and familiarity working in a diverse environment, providing collections, services and programming to children and teens and the community.
- * To assist with special projects based on the needs of the Library and the specific skills of the intern (examples of past projects include archive projects, storytime assistance, teen program planning, booklist preparation etc.)

Working knowledge of Microsoft Office applications and excellent organizational skills is desired.

Other duties may include some data entry or preparing crafts, handouts or materials for library activities for children and teens and working with the Library's 3D Printer, Oculus Virtual Reality systems, video gaming equipment or Makerbox/STEAM activity applications.

Intern should enjoy and have experience working with children! The work schedule is flexible from 10 to 20 hours per week.

Ventura County Council, Boy Scouts of America

Non-profit

Camarillo

Pay Range: Unpaid

of Internships Offered: One

4-Week Internship (July 1 – July 25)

Hours: To Be Determined at hiring interview (will meet minimum for program)

At Boy Scouts of America we have a variety of options. This internship will be with Marketing and will focus on Social Media, Fall Membership Campaign, Print work, helping with developing events and preparation. They will also help in sales strategies that match appeal to our population and promote products and services.

Ventura County Emergency Preparedness Office

Medical

Oxnard

Pay Range: Unpaid

of Internships Offered: Three

8-Week Internship (June 17 – August 8)

Hours: To Be Determined at hiring interview (will meet minimum for program)

Medical office experience. This opportunity allows you to take part in and be exposed to a variety of medical career paths. This internship will culminate in a group project. Three selected candidates will work as a team on a common medical outreach project.