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# Volunteer, Internship and Work Readiness Programs



FY 2020 Summary  
Human Resources Department





# Welcome To The City of San Diego



City of San Diego

The City of San Diego works to cultivate civic engagement and participation through volunteerism by assisting the City's workforce in enhancing services to the public. We believe that Internships build skills and provide work experience for students enrolled entering the workforce after graduation. Work Readiness programs afford a practical and economic opportunity for many underserved San Diego youth. The City's volunteers, interns and mentees include a diverse representation of participants; including seniors, students, professionals, families, active and non-active military and faith-based or community groups.

Volunteers serve to enhance the City's parks, lakes and beaches as Environmental Enhancement volunteers. Volunteers help students as tutors in the City's 36 libraries, while others provide support as part of community safety initiatives as Retired Senior Volunteer Patrol members. Preserving the City's surroundings and history, keeping San Diego's youth physically active and looking toward a brighter tomorrow.



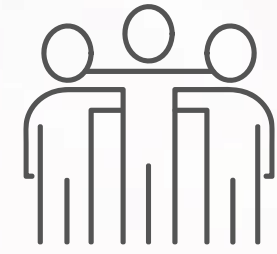
# 2020 City Departments Offering Volunteer, Internship and Work Readiness Opportunities

- Office of City Attorney
- Boards and Commissions
- San Diego Fire Rescue
- Human Resources
- Library
- Office of City Clerk
- Parks and Recreation

- Real Estate Assets
- San Diego Police Department
- Work Readiness-Mentoring Program
- Public Works
- Purchasing and Contracting
- Information Technology
- Development Services



# FY 2021 Citywide Program Totals



No. Of People



Hours Served



Total Cost Value

Mentees

472

26,679

\$761,418.66

Interns (Paid/Unpaid)

99

16,804

\$479,586.16

Volunteers

3,696

248,998

\$7,106,402.92

Totals:

741

138,463

\$8,347,407.74

# Office of The City Attorney



- Legal interns are supervised by Deputy City Attorneys and assist in drafting pleadings and research. Investigative interns assist with obtaining cases, supporting minor transcriptions and observing trials, motions and interviews. The USD Paralegal Intern Program provides interns to learn basic paralegal duties under the supervision of Paralegals in the City Attorney's Office. Investigative interns are educated in partnership with SDSU's Criminal Justice Program.
- Volunteer attorneys assist Deputy City Attorneys with aspects of criminal prosecution. They help with legal research and documents, and attend meetings, court hearings and trials.



Interns	77
Volunteers	10
Annual Hours Served	16,592

# San Diego Fire Rescue



- The Fire-Rescue Department's Junior Lifeguard Program provides youth an opportunity to learn from professional lifeguards. Students gain a wide variety of skills and knowledge including: how to enjoy the beach safely, ocean and wave education, first aid and CPR, water rescue techniques and the importance of keeping physically fit. This valuable experience builds self-confidence and skills for life. The program has trained 37,500 youth since its inception in 1983.
- The San Diego Fire-Rescue Department Cadet Program teaches youth about a career in fire suppression and emergency medical services. Cadets gain experience as they observe firefighters and assist the Department in a non-hazardous capacity. The program has trained 10,000 youth since its inception.



# Human Resources



Interns and mentees support the citywide volunteer, internship and work readiness programs at special events and with outreach and training efforts.

Thank you to all the volunteers who offer their time and care to the City of San Diego and their communities! We look forward to working alongside you in the years to come.



# San Diego Public Library



- Volunteers support and assist with the Summer Reading Program, youth and literacy focused programs and the Library's special collections
- The READ San Diego Adult Literacy Program has volunteer literacy tutors who teach basic reading skills to English-speaking adults on a one-on-one basis. Volunteers support the literacy program as family literacy assistants and provide office and lab assistance and outreach information at special events.
- Do Your Homework @ the Library volunteers help San Diego students in grades K-8 with their homework at various libraries.
- Library volunteers promote community engagement through assistance as STEAM coaches in the 3D printing labs, help mend books to keep the library's collection healthy and provide arts and crafts opportunities for youth library patrons. Support is provided by the Library Commission, the Library Foundation Board and numerous Friends of the Library groups.

Mentees

44

Volunteers

514

Annual Hours Served

34,580





# Parks and Recreation

- Parks and Recreation volunteers serve as youth sport coaches, park beautifiers and recreation program assistants.
- Youth sport coaches teach skills and the rules of the sport to youth participants interested in learning and playing soccer, baseball, flag football, swim, water polo and volleyball.
- Beautification volunteers help keep City of San Diego open spaces, neighborhood parks, recreation center playground areas, developed regional parks and San Diego shoreline parks clean, beautiful and welcoming. Volunteers remove litter or overgrown brush, remove non-native plants or help to plant and mulch native plants. All ages are welcome in this group.
- Recreation program volunteers assist City employees at special events held at recreation centers, senior services dances or at day camps in the Therapeutic Recreation Program. They help set-up, decorate and check-in guests. They also help clean-up, assist with crafts or games and engage participants at these seasonal monthly or annual events.



# Development Services



- Code compliance volunteers and mentees assist code enforcement section staff in identifying zoning violations or concerns within communities that are readily noticeable from the public right-of-way. Their service supports the goal to reduce visual blight and allows volunteers an opportunity to be involved in the beautification and revitalization of their neighborhoods.
- Interns help to digitize and electronically file documents, reports and other related records. They assist with data, spreadsheets and electronic files related to neighborhood code compliance.

Interns

1

Mentees

1

Annual Hours Served

126

8



# Public Utilities



- The Public Utilities Department, along with the San Diego County Water Authority, other local water agencies, community colleges and private sector partners, developed an internship program to provide students the opportunity to learn more regarding a career in the water/wastewater industry. Practical on-the-job experience is gained by students who aspire to be potential future water/wastewater employees.
- Interns assist the City's Cross Connection Control Program. They research and prepare documents for installation of back flow devices and help Cross Connection Control specialists to better assist customers.

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Interns

11



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Annual Hours  
Served

7,164

10



# Internship Testimonials



I have learned plenty in my two months with the Storm Water Pollution Prevention (SWPP) section. We monitor the beaches of San Diego from Pacific Beach to Torrey Pines and look are bacteria levels to keep everyone that visits safe. I am very fortunate to be interning with a group of amazing scientists!

**-Transportation and Storm Water Intern**

My time at EMTS has given me valuable, holistic experience in the field of environmental monitoring and compliance. This internship has taught me everything from practical life skills to faxing reports to learning about our government's court system. I would recommend this fabulous internship to anyone who wants to get involved with their city.

**- Criminal Justice Department Intern**



As an intern with the Energy and Sustainability Division of the Environmental Services Department, I have been developing important skills in data analysis, data manipulation, and web development. I have learned how to manipulate data frames and plot charts that visualize changes in the City's energy consumption. I think these are all really great skills that I can apply in the future so I'm really enjoying the internship.

**- Environmental Sciences Department Intern**



# Virtual Volunteering

Virtual Volunteering allows organizations to expand the benefit of their volunteer program for allowing for more volunteers to participate and be engaged with a wide variety of individuals in new areas. Virtual Volunteers will have the liberty of volunteering autonomously and from the comfort of their own homes during Covid-19. This option still allows volunteers to gain work experience and skills.



# For More Information



Email us at : [volunteersd@sandiego.gov](mailto:volunteersd@sandiego.gov) or  
[workreadiness@sandiego.gov](mailto:workreadiness@sandiego.gov)

Interested in our volunteer, internship, or  
work readiness opportunities? Visit us at:

[sandiego.gov/volunteerprogram](http://sandiego.gov/volunteerprogram)

