# **Opportunity STARTS** HERE



Citywide Volunteer, Internship and Work Readiness Programs Office

## **2017 SUMMER MENTORING PROGRAM**

Session 1: June 12, 2017 to July 14, 2017 Session 2: July 17, 2017 to August 18, 2017

High School and College Student Aged Youth- Connect with a career professional as your eyes are opened to the diverse opportunities in various City of San Diego Departments!



Come gain work experience through one of the following opportunities:



**Office Assistance** 

**Research Assistance** 

STEAM Program Assistance Homework Program Assistance Library Apprentice

Outreach Assistance

**Recreation Program Assistance** 

Visit <u>https://www.sandiego.gov/volunteer-program</u> to apply!



### Citywide Volunteer, Internship and Work Readiness Programs Office

#### **☆ Office Assistance**

Are you interested in exploring an office environment? You have the chance to be mentored in areas of administrative office tasks, while learning about office etiquette and procedures. Mentees may assist with event planning, upkeep of office space and attend meetings as appropriate.

#### ☆ Research Assistance

Like research? Mentees may assist in research projects, learn how to compile, process and analyze data related to various topics such as science, education, financial planning, or environmental services.

#### **☆ Outreach Assistance**

Outreach volunteers cultivate good customer service and media literacy skills through assisting City employees with outreach projects. Outreach could be online, posters, flyers or displays, or in person, supporting City programs and services within your community.

#### **A Recreation Program Assistance**

Do you enjoy being active and working with people? Recreation Program Mentees acquire skills in the following areas: One-on-one recreation activity support, assistance with art and crafts projects, games and activities, and peer and social role modeling. Background check required.

#### **\*** STEAM (Science, Technology, Engineering, Art, and Math) Program Assistance

Mentees will hone technical and customer service skills through assisting users with technology. Using a variety of devices mentees will assist with projects or provide instruction on various STEAM subjects, or troubleshoot minor technical problems. Background check required.

#### ☆ Homework Program Assistance

Are you considering a career in education? Develop and practice teaching and tutoring skills with youth. Develop interpersonal communication skills and leadership skills through helping kids with their homework! Background check required.

#### **A Library Apprentice**

Are you interested in the library behind the scenes? You will learn about day-to-day operations of the library, including shelving procedures and rules, organization and maintenance of materials, and customer service.

High school and college aged youth - connect with a career professional as your eyes are opened to the diverse opportunities in various City of San Diego Departments!

Visit <u>https://www.sandiego.gov/volunteer-program</u> to apply.