



# Internship/Volunteer Application Process

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Thank you for your interest in an internship or volunteer opportunity with the City of Coral Gables. The process for applying for an internship or volunteer opportunity is easy. To better assist you and to shorten the processing of your application please follow the application steps listed below:

## **Application Steps**

**Step 1:** Identify if you qualify as a volunteer or intern. A definition of each of these roles is outlined below.

**Step 2:** Please read the Policy and Procedures which govern each program. There is a link to these policy and procedures under each section.

**Step3:** Complete an application. There is a link available below each section to a fillable pdf application. Please ensure that you complete ALL sections of the application.

**Step 4:** Submit your application. All applications must also include an attached resume and Copy of Driver's license (or ID card if applicant is underage). There are two ways to submit your application:

- **Online application** – email your application to [humanresources@coralgables.com](mailto:humanresources@coralgables.com). Please ensure that you have attached a saved version of your application, a resume, and a Driver's license/ Identification Card
- **In-person Application Submission** – print all of your documents (application, a resume, and a Driver's license/ Identification Card) and bring them to the Coral Gables Human Resources office. We are located on the second floor of Coral Gables Public Safety Building. The address is: *2801 Salzedo Street, Coral Gables, FL 33134.*

**Step 5:** Wait for a response. The Human Resources Department will review your application submission and contact the City Department's which you are interested in. We will check to see if there is currently a need for an intern or volunteer in your desired department. If there is a need, a representative from the Human Resources Department will contact you and instruct you with the next steps in the process.

If you have any questions you may contact the City of Coral Gables Human Resources Department by phone at: 305-460-5523.