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| DEPARTMENT: Human Resources | EFFECTIVE DATE: June 11, 2019 |
| SECTION: 33.0 Rules & Regulations | LAST REVISED: |
| POLICY #: 33.19 - Page Internship Program | PAGE: 1 |

Purpose

Pursuant to Resolution 2019-182, the City of Coral Gables Page Program introduces public and nonpublic high school students, 15 to 18 years of age, to serve as a Page Intern working closely with City elected and appointed officials and/or their support staff to learn the daily functions of running a municipal government office.

The Program accomplishes the following objectives:

- Exposes high school students to the inner working of local government and the role it plays in providing its residents with quality of life
- Provides students with a meaningful and exciting experience in shadowing local government officials
- Provides an opportunity with firsthand learning experiences regarding the role of the elected and appointed officials in local government

The duration of the program is for a maximum of two weeks, during the summer. The daily assignment(s) revolve around the schedule of the assigned elected and/or appointed officials or their designees.

All interested participants must:

- Complete and submit to the Human Resources department an internship application form
- Be a high school student between 15 to 18 years of age;
- Exhibit an interest in government;
- Have a record of good conduct;
- Be courteous and reliable, adhere to the City of Coral Gables', Rules and Regulations, Rule 33.8 on Professionalism and Conduct;
- Have a grade point average of 3.0 or above for both academics and conduct on the most recent report card at the time of application;
- Exhibit good personal groomer and wear appropriate dress as referenced in the City of Coral Gables', Rules and Regulations, Rule 33.12, on Dress Code
- Submit a completed waiver/indemnification form signed by the participant's parent/guardian and;
- Submit a letter of recommendation from a teacher or school administrator.