



Town of Dumfries 2014 Summer Youth Internship Program



**Participants will
be exposed to Town Hall
operations by working with
one of the Town's departments
between July 7th —August 15th.
Participants will also earn
\$8.00/hr for a 15 hour work week.**

All applications must be received at Town Hall by June 20, 2014 at noon.

**Please visit www.dumfriesva.gov
for more information!
Contact Antoine Harris at
aharris@dumfriesva.gov, if you have any questions.**



DUMFRIES, VIRGINIA
Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

17755 Main Street
Dumfries, Virginia 22026-2386
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

Town of Dumfries 2014 Summer Youth Internship Program

Program Overview

The Dumfries Summer Youth Internship Program will provide an opportunity for eligible students to get an in-depth, hands-on experience on the internal workings of Town Hall, as well as develop leadership skills through service based learning, earn money, and acquire business skills through hands-on training.

Up to five participants will be paid a wage of \$8.00 an hour for a 15-hour work week. Work hours will be between the hours of 9:00 am - 3:00 pm. (Exact hours will be determined after selection of program participants). The program will run from July 7 to August 15, 2014.

The Summer Youth Internship Program offers a gainful summer internship for six weeks in a positive, engaging atmosphere.

Eligibility Requirements

Students who are 15 -18 years of age, who are residents of the incorporated Town of Dumfries, are eligible for the internship without regard to social, economic, racial, or ethnic backgrounds. Students must have no history of serious criminal or other antisocial behavior that might endanger their safety or that of others, have or be able to obtain a work permit as required under the laws of Virginia, have a Social Security number or have completed an application to secure one, must not be an immediate relative of any Town of Dumfries employee, Council member or member of any Boards or Commissions and be willing and able to work scheduled duty hours and participate in all assigned tasks.

How to Apply

To apply, students meeting these qualifications should complete the Summer Youth Internship Program application form, submit the 500 word essay along with (2) recommendation forms and return it by **June 20, 2014, at noon**. Applications must be mailed to:

**Town of Dumfries
Summer Youth Internship Program
Attn: Antoine Harris
17755 Main Street
Dumfries, Virginia 22026**

Applicants will be notified of acceptance into the program, by June 27th. The program will begin during the week of July 7th.

Town of Dumfries Summer Youth Internship Program Application

Print or Type all answers. All questions and statements must be answered to determine applicant's eligibility and availability. *Incomplete applications will be rejected.* During the term of Internship, you must be at least 15 years of age and not have reached age 19.

Name: (Last, First, Middle Initial)

Mailing Address: (Street or P.O Box)

City _____ State _____ Zip Code _____

____ Female ____ Male

Phone Numbers: () - (hm) / () - (cell)

Email: _____

Date of Birth _____ / _____ / _____
Month Day Year

Current Grade in School _____ School Address _____

School Guidance Counselor Name & Contact Information _____

Emergency Contact Information:

Name _____ Relationship to Student _____

Home Phone _____

Cell Phone _____

Work Phone _____

Email Address _____

Applicant's Statement

I am familiar with the Town of Dumfries Summer Youth Internship Program and I am interested in working for the local government. If selected for the program, I will obtain a work permit if necessary. I have or am applying for a social security number. I am a permanent resident of the United States or its territories or possessions and reside in the Town of Dumfries. I do not have a history of serious criminal or other antisocial behavior that might jeopardize my safety or that of others. I am not an immediate relative of any Town of Dumfries employee, Council member, or member of any Boards or Commissions. I understand that I will not be compensated for the hours I do not work. I agree to a criminal background check if required. I also agree to complete all assignments required of me while in the Summer Internship Program, failure to do so may result in my dismissal from the program.

I certify that all information I have given is true and correct to the best of my knowledge. Incorrect or false statements will constitute grounds for immediate dismissal.

Signature of Applicant Date

Parental Consent

I am familiar with the Town's Summer Youth Internship Program and the applicant has my permission to participate.

Signature of Parent or Guardian Date

Printed Name of Parent or Guardian Contact Information

Essay Requirement

Each student applying for the Summer Youth Internship Program must submit their 500 word essay along with their completed application and 2 recommendation forms. In 500 words answer the questions below. All essays must be typed and attached to the application.

Question 1: Why are you pursuing this opportunity?

Question 2: Careers in Town of Dumfries include the areas of: Administration, Planning & Zoning, Community Services, Public Works, Information Technology, the Police Department, and serving on the Council; in which area of Town government would you like to pursue a career? Why do you choose this career? What steps will you take to begin a career in your desired field?

Please include details about your past experiences (paid Internship or volunteer), as well as experiences with teamwork on projects (projects can be school, work, or volunteer related).

The essay will be used to select which applicants will be chosen to participate in the program.

Release to Reprint Clause: I grant the Town of Dumfries permission to reprint my essay submission in future Town of Dumfries promotional, marketing and tourism materials.

Student Signature

Date

Signature of Parent or Guardian

Date

Printed Name of Parent or Guardian

***(Be sure to attach your essay to your application)*
*(Attach separate sheet if necessary)***

Eligibility and Application Checklist:

- Area school students age 15-18 years old
- Students must live within the incorporated boundaries of the Town of Dumfries
- Students must provide 2 recommendation forms
- Students must provide a copy of their 3rd quarter report card
- Students must submit a 500 word essay to accompany their application
- Students must not be an immediate relative of any Town of Dumfries employee, or Council member

Why should I participate?

The competitive nature of the college admissions process requires prospective students to present a well-rounded resume to include exposure to a variety of experiences and opportunities. The Summer Youth Internship Program will help provide students with valuable local government workplace experience and help them to develop leadership skills.

Work Hours:

Students will be considered part-time employees and work 15 hours per week, Monday-Friday 9:00 am - 3:00 pm. The Director of Community Services will supervise the overall program. Participants will rotate within the Town's departments. The six-week program will run from Monday July 7th through Friday, August 15th.

Pay:

Students will earn a wage of \$8.00 an hour.

Participants are responsible for:

*Conducting themselves in a professional manner, including maintaining cooperative relationships with Town staff, completing required tasks accurately and on time, supporting and following program rules, policies and procedures.

*Reporting to Town Hall as scheduled and on time.

*Working within the limits of their skills and training, handling duties and Internship responsibilities by consulting the Director of Community Services in a timely manner.

*Dressing appropriately for the business workplace environment.

*Maintaining a daily log of hours worked.

*Limiting cell phone usage and other electronic device usage to their daily lunch hour.

*Attending one evening regular Council meeting, and one evening Work Session Council meeting during the six-week program.

*Preparing a presentation for their Culminating Activity.

Town History

Dumfries history began as early as 1690 when Richard Gibson erected a gristmill on Quantico Creek. A customhouse and warehouse followed in 1731 and many others cropped up along the estuary by 1732. Prince William County was formed and took its name from Prince William Augustus, the second son of King George II of England.

The Town of Dumfries was formally established on 60 acres of land, provided by John Graham, at the head of the harbor of Quantico Creek. He named the town after his birthplace, Dumfriesshire, Scotland.

After much political maneuvering, the General Assembly established Dumfries as the first of seven townships in the county. Dumfries received its charter on May 11, 1749 ~ making it the oldest continuously chartered town in Virginia.

When Dumfries became the second leading port in Colonial America receiving tobacco from the upland, it rivaled New York, Philadelphia and Boston. Dumfries peaked in size and importance in 1763. For about 15 years Dumfries was a thriving port when several factors brought about its demise: the Revolutionary War, erosion and siltation, and the shift in the main shipping commodity (from tobacco to wheat and sugar).

The Town of Dumfries is only 1.63 square miles in size and its estimated population is 5,207.

Town Government

The Town Government is comprised of seven members who are elected to serve their community. The current Council members are as follows:

Mayor, Gerald M. Foreman II
Vice Mayor, Willie J. Toney
Councilman Charles Brewer
Councilwoman Kristin W. Forrester
Councilwoman Helen Reynolds
Councilwoman Gwen P. Washington
Councilman Derrick R. Wood

The Town Council meets twice a month to discuss relative issues impacting the community at large. These meetings are held the first and third Tuesday of each month at 7:00 pm in the Town Council Chambers. The meetings are televised, on Comcast channel 2 or on Verizon channel 35, or can be viewed online.

Town Staff

The Town Staff is led by the Town Manager and is comprised of seven separate service departments to include Administration, Community Development, Planning and Zoning, Community Services, Information Technology, Public Works and the Police Department. The Town currently employs 21 full-time employees.

Town of Dumfries Summer Youth Internship Recommendation Form

The Town of Dumfries Summer Youth Internship Program application process requires submission of two (2) recommendations. Both recommendations should be from a current teacher or school staff member. The applicant shall complete Section I and forward the form to the persons who will be completing the reference questions in Section II. Once the recommendation form is completed, it shall be returned to the applicant in a sealed envelope. The applicant must submit the completed recommendation forms along with their application and required essay and submit all documentation to the Town by the deadline of June 20, 2014, at noon, to be considered an eligible candidate for the summer program.

Section I (to be completed by student applicant)

Name: _____
First Name Middle Initial Last Name

___ Male ___ Female

School Currently Attending:

I am applying for the Town of Dumfries Summer Youth Internship Program. Please complete the evaluation below and return the completed recommendation form to me in a sealed envelope with your signature across the seal.

Applicant's Signature: _____ Date: _____

Section II (to be completed by person providing reference)

Teacher or School Staff Member's Name:

Position: _____ School Name: _____

Work Phone: _____ Email: _____

How long have you known this student and in what capacity?

In a few words please describe this student:

Is the applicant honest & trustworthy? ___ Yes ___ No

Do you know of any circumstances or personal traits that would be cause for concern in employing the applicant for the Dumfries Summer Youth Internship Program?

____ Yes ____ No

If yes, please explain:

Teacher or School Staff Signature: _____

Date: _____

Please put the completed recommendation form in an envelope, seal it, and sign across the seal and return to the student applicant. The applicant must submit the sealed recommendation forms, 500 word essay and completed application to the Town of Dumfries no later than: June 20, 2014, at noon.

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