POSITION ANNOUNCEMENT
Young Adult Career Academy 10-week paid internship experience

HOURLY RATE: $18.07

THE OPPORTUNITY:
Ramsey County Workforce Solutions and the City of St. Paul is offering a career academy for eligible residents of who are interested in learning more about careers in government, making great connections, and receiving additional support from an employment counselor. Areas of learning include Parks & Recreation, Property Management, Public Works, Fire, Inspections, Emergency Communications, and St. Paul College Customer Service class.

The career academy is a 10-week paid experience. There will be 18 interns divided into multiple groups. Each group will complete two weeks in each department.

Important Information:
• The academy is held for 10 weeks, Monday-Thursday from 9:00am -1:30 p.m.
• Attendance is mandatory for the duration of the 10-week academy
• Participants are paid $18.07/hour and may receive bus/gas cards for transportation assistance
• Academy start date is February 20, 2023, and goes through April 21, 2023 (can potentially be extended)

Participants must:
• Be a Ramsey County resident between the ages of 18-24
• Have a government issued picture identification and Social Security card/Birth Certificate
• Have a high school diploma or G.E.D.
• Meet income and eligibility guidelines
• Be fully vaccinated against COVID-19 or request a religious/medical exemption

APPLICATION PROCESS
To apply, visit the Ramsey County jobs page (www.ramseycounty.us/jobs), select the Young Adult Career Academy opportunity, select “Apply” in the upper right corner.

The application will consist of several questions. Please begin to consider how you can answer the following questions in detail:
1. Are you a Ramsey County resident?
   Yes      No
2. Are you between the ages of 18-24?
   Yes      No
3. Please indicate your level of education.
4. I understand that if I am selected for this program I will need to provide: a) A copy of my Social Security Card b) Copy of Driver's License or photo ID with birthdate c) If I am a non- citizen, I will need to provide a copy of authorization to work in U.S.; i.e. Permanent Resident Card
   Yes      No
5. Please share in detail, why you are interested in this Public Sector Career Academy opportunity.
6. Please explain what would make you successful in this program (this can include personal or lived experience, work or volunteer experience, educational and training experience, and other information you feel is related to potential success in this program).
EXAMPLE OF DUTIES IN EACH DEPARTMENT/AREA:

Parks and Recreation
Ramsey County – manages nine county parks, six regional parks and five regional trail corridors with miles of trails that are perfect for walking, biking, mountain biking or cross-country skiing through the County’s diverse landscape. We also run 13 sheets of ice, a fieldhouse, three golf courses and a nature center. Participants will develop an understanding of the different jobs within the Parks Department, what goes into planning and maintaining the parks and facilities as well as understanding outdoor programming and community engagement.

City of Saint Paul - oversees nearly two hundred parks, big and small, that are maintained by staff and dedicated volunteers. From downtown favorite Mears Park to the nationally recognized Como Regional Park, Saint Paul provides a variety of parkland experiences for every resident and visitor. Participants will develop an understanding of the various career opportunities within Saint Paul Parks, with a focus on Aquatics, Golf/Skiing, Operations (maintenance, security, and trades), Recreation Services (rec centers and citywide programming), and the Zoo.

Property Management, Downtown St. Paul - is responsible for over 23 county buildings and manages custodial services, building operations and maintenance, utilities, parking lots and grounds services, security services, administration, and capital building projects. Participants will gain an understanding of the roles within the department, properties the county manages and get to work with maintenance mechanics, building managers, and learning some of our day-to-day building operations.

Public Works, Arden Hills – oversees the construction and maintenance of the county’s transportation system (roads, bridges, traffic signals, road signs and storm water drains) and maintains the county’s fleet of cars, dump trucks and construction/maintenance equipment. Participants will gain in-office and outdoor field experience by learning how roadway property is established, how roadway projects are constructed and how the condition of roads/ drainage systems are inspected. As well as the maintenance/repair of highway signs, roadways, small engine tools and fleet vehicles.

Emergency Communications Center, Downtown St. Paul - fields emergency and non-emergency telephone calls and text messages. Calls are prioritized and dispatched to police and/or fire personnel. Participants will learn the basics of what Public Safety Dispatchers and Telecommunicators do as well as listening to live 911 calls and observe the dispatching process.

Department of Safety and Inspections (DSI), seeks to keep people, animals, and our built environment safe and healthy through the efficient and equitable delivery of services. DSI includes animal control, communications, construction services, customer services, fire safety, licensing and skyway system, property code enforcement, zoning, and site plan reviews. Interns will be exposed to a wide range of jobs opportunities within DSI.

St. Paul Fire Department, protects the life and property of the people of Saint Paul. We are a dedicated all hazard response agency comprised of firefighters, paramedics, EMTs, public educators, support staff and maintenance personnel. The internship experience will include ride alongs with various divisions of the fire department and exposure to the Emergency Medical Services field.

Additional Experiences Included - A Customer Service class at Saint Paul College, Employment Counselor Support, and enhancement experiences (opportunities to learn about public sector careers, how to apply for jobs in Ramsey County & the City of St. Paul, using LinkedIn, meeting with Commissioners, the Ramsey County Manager and County Attorney, tours, or county facilities).

For further information regarding this posting, please contact Noelana.gates@ramseycounty.us.

Young Adult Career Academy Internship Opportunity

Pg. 2 of 2