



# Town Of Miami Lakes

15700 NW 67 Avenue • Miami Lakes, FL 33014  
(305) 364-6100 / Fax (305) 558-8511  
[www.miamilakes-fl.gov](http://www.miamilakes-fl.gov)

**FOR IMMEDIATE RELEASE**

Contact: Jessica Fernandez  
(305) 698-9343  
[fernandezj@miamilakes-fl.gov](mailto:fernandezj@miamilakes-fl.gov)

## **APPLICATIONS NOW AVAILABLE FOR 2010 TOWN OF MIAMI LAKES SUMMER YOUTH INTERNSHIP PROGRAM**

***March 10, 2010***

***Miami Lakes, Florida*** - Under the direction of the Town of Miami Lakes Education Advisory Board, the Youth Internship Program welcomes high school juniors and seniors who reside in Miami Lakes to take an active role in their local governments by serving in the offices of the Mayor, members of the Town Council and the Town Manager. Interns will have the opportunity to earn school required community service hours while developing knowledge and skills for future academic endeavors and career goals.

Interns must complete a formal application and be able to serve 4 to 6 hours per week, as needed, through the spring/summer. The student must be a Miami Lakes resident and in the 11<sup>th</sup> or 12<sup>th</sup> grade. The application deadline is April 2, 2010. Applications are available at Miami Lakes Town Hall, 15700 N.W. 67<sup>th</sup> Avenue, Miami Lakes, FL 33014 or on the website at [www.miamilakes-fl.gov](http://www.miamilakes-fl.gov). For more information, please contact Jessica Fernandez at (305) 698-9343 or by email at [fernandezj@miamilakes-fl.gov](mailto:fernandezj@miamilakes-fl.gov).

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*About the Town of Miami Lakes:*

*The Town of Miami Lakes incorporated on December 5, 2000 and is one of thirty-five municipalities in Miami-Dade County, Florida. Miami Lakes is home to approximately 27,300 residents and encompasses about 6.8 square miles. Our boundaries are NW 170th Street and the Palmetto Expressway (826) to the north, NW 138th Street to the south, NW 57th Avenue (Red Road) to the east, and Interstate 75 to the west. More information on the Town and its government can be found at [www.miamilakes-fl.gov](http://www.miamilakes-fl.gov) or by calling 305-364-6100.*

# *Town of Miami Lakes*



## **YOUTH INTERNSHIP PROGRAM** **Application Deadline: April 2, 2010**

*For more information contact Jessica Fernandez  
at the Town of Miami Lakes at  
(305) 698-9343 or by email at [fernandezj@miamilakes-fl.gov](mailto:fernandezj@miamilakes-fl.gov)*



**Youth Internship Program  
Spring/Summer 2010**

Dear Applicant,

We appreciate your interest in pursuing an internship opportunity with the Town of Miami Lakes. Under the direction of the Town's Education Advisory Board, this program welcomes incoming high school juniors and seniors who reside in Miami Lakes to participate and take an active role in their local government by serving in the offices of the Mayor, members of the Council and the Town Manager.

Interested applicants must submit an application, essay and two letters of recommendation via mail or drop off by **Friday, April 2<sup>th</sup>** to the *Town of Miami Lakes Town Hall, located at 15700 NW 67<sup>th</sup> Ave., Suite 302 Miami Lakes, FL 33014* (see attached application for details). All applications will be reviewed and selections will be made within two weeks following the application deadline.

Listed below are important dates to remember:

- Friday, April 2<sup>nd</sup> -Application Deadline
- April 2<sup>nd</sup> – April 16<sup>th</sup> – Summer Intern Selection/ Notification Process
- May 3<sup>rd</sup> - August 5<sup>th</sup> – Summer Internship Period

Should you have any questions, please contact Jessica Fernandez, Committees and Special Events Coordinator at 305-698-9343, or by email at fernandezj@miamilakes-fl.gov.

Sincerely,

Frank C. Bocanegra  
Town Manager

**Town of Miami Lakes  
Youth Internship Program**

**I. Purpose:**

- To provide an opportunity for Miami Lakes youth to take an active role in their local government by serving as interns in the offices of the Town Manager, Mayor, and members of the Council

**II. Goals/Objectives:**

- Give our youth a better understanding of the functions of our local government, the services which are provided to its residents and the community it serves
- Develop knowledge and skills of our youth to assist in their future academic endeavors and career goals
- Provide students with an opportunity to earn school required community service hours

**III. Eligibility:**

- Miami Lakes residents preferred, must attend Miami Lakes area school (high school students entering 11<sup>th</sup> or 12<sup>th</sup> grades in the Fall 2010)
- Student must demonstrate/maintain high academic achievement, with a commitment to service
- The intern must be able to serve 10 - 30 hours per week, as needed, for the internship period

**IV. Selection Process:**

- Candidates must complete a formal application (see attachment) and include the required essay and letters of recommendation.
- Miami Lakes Youth Internship Program Committee will review and identify applicants to be selected by the offices he/she will serve

**V. Interns Responsibilities:**

- Conducting him/herself in a professional manner at all times
- Fulfill the Town's work related job description as determined by the office he/she will serve

**VI. Evaluation of Interns:**

- All interns will receive periodic evaluations by the offices they serve

**Town of Miami Lakes  
Youth Internship Program  
*Application***

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**DATE OF BIRTH**

\_\_\_\_\_  
**HOME ADDRESS**

\_\_\_\_\_  
**HOME PHONE**

\_\_\_\_\_  
**EMAIL ADDRESS**

\_\_\_\_\_  
**CELL PHONE**

\_\_\_\_\_  
**EMERGENCY CONTACT**

\_\_\_\_\_  
**EMERGENCY PHONE**

\_\_\_\_\_  
**CURRENT HIGH SCHOOL**

\_\_\_\_\_  
**CURRENT GRADE**

**\*\*ESSAY REQUIREMENTS\*\***

**Please attach a typed essay to this application. Explain in your own words, why you should be selected to serve as an intern for the Town of Miami Lakes. You must identify how you meet both the academic and service commitment criteria of eligibility.**

**\*\*RECOMMENDATION REQUIREMENTS\*\***

**Please attach two letters of recommendation to this application. At least one letter must be from a school official (i.e.: teacher, coach, counselor, school administrator, etc.).**

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**PARENT'S SIGNATURE**

\_\_\_\_\_  
**DATE**