

CIVIC FELLOWSHIP PROGRAM

The City's summer fellowship program is designed for individuals early in their career seeking public service experience. During the eight-week program, fellows will work within a City department and participate in program-wide activities. Typical work hours are 8:00am - 5:00pm, Monday through Friday, up to 40 hours per week.



HOW TO APPLY



Scan the QR code or visit
www.calopps.org/city-of-woodland

ELIGIBILITY

- High school graduate
- Be eligible to work in the U.S.
- Must demonstrate a desire to pursue a career in the public sector
- Local Woodland knowledge is preferred
- Some departments may require specific experience, or possession of a valid CA Driver's License (see specific job requirements on CalOpps)

PROGRAM TIMELINE

- April 14 (5pm) – Application Closes
- May 8 – Interviews
- End of May – Notifications Sent
- June 16 – Program Starts
- August 8 – Program Ends

SALARY

- \$19-\$24/hour dependent on experience

Note: You may apply to multiple positions, but only hold one.

FELLOW DESCRIPTIONS

COMMUNITY SERVICES

Summer Camp Fellow

- Manage the day-to-day operations of the City's summer camp program using detailed planning and resource management
- Preferred early start date: May 30

Marketing & Communications Fellow

- Develop and execute strategies to manage and improve the City's online presence across various social media platforms with a particular focus on the Community Services department
- Will also work in the City Manager's Office with City Marketing/Communications leads

ADMINISTRATIVE SERVICES

Legislative & Information Services Fellow

- Support implementation of the City's Records Management System and assist in coordinating the annual records destruction process, ensuring compliance with policies
- Provide legislative support by clerking City Council meetings and processing actions
- Opportunity to shadow the City Manager in meetings to gain firsthand experience in municipal operations, governance, & leadership

Human Resources Fellow

- Develop training and staff development programs to facilitate employee growth

POLICE DEPARTMENT

Crime Analysis & Community Engagement Fellow

- Analyze crime trends and enhance community engagement strategies
- Unique opportunity to blend data analysis with social media strategy

FIRE DEPARTMENT

Community Risk Reduction Fellow

- Research, develop and implement public education campaigns on fire safety & prevention
- Create engaging digital and print media, foster community partnerships, facilitate public events
- Assist with inventory management of fire investigation tools & resources

WOODLAND PUBLIC LIBRARY

Maker Camp Coordinator

- Develop and implement a project based program for kids in our Square One makerspace
- Evaluate curriculum, develop schedules, plan programming, and coordinate staffing and community partnerships
- Preferred early start date: June 2

COMMUNITY DEVELOPMENT

Housing & Community Development Fellow

- Support Housing Analyst in preparing Community Development Block Group 5-Year Plan, including public outreach
- Create public interfacing guidance and materials for the Planning Division
- Department's goal is to retain the Fellow past the Summer internship with a 6-month continuing internship

PUBLIC WORKS

Public Works Outreach Fellow

- Develop a program for customer outreach following fieldwork by public works staff
- Create engaging customer outreach and public education materials