



Find your place

**UNDERGRADUATE  
INTERNSHIP  
PROGRAM**

City of Ocala

## Table of Contents

Welcome Letter .....	1
City of Ocala .....	2
Internship Opportunities .....	3
General Information .....	4
Program Overview .....	5
Criteria for Student Application and Selection .....	6

Dear Student:

Thank you for your interest in interning with the City of Ocala. We acknowledge that you, as a young professional, hold the key to the future of your profession. As such, it is imperative that you leave school and enter your chosen profession with the knowledge and skills that will contribute to your success. We recognize our responsibility as working professionals to assist you in gaining practical, on the job experience to supplement the knowledge you have gained in the classroom.

The City of Ocala staff has worked diligently to prepare quality intern programs designed to expose students to all aspects of their chosen department.

We thank you for your interest in our Internship Program and wish you a long and rewarding career!

Sincerely,

Sandra Wilson  
City Manager

### **CITY OF OCALA**

Ocala is the County seat of Marion County, Florida (United States). Marion County is well known for its hundreds of thoroughbred horse farms and as such is called the "Horse Capital of the World." The horse farms are situated in attractive

rolling green pastures. The area features numerous rivers, lakes and other natural wonders such as nearby Silver Springs, Florida, site of the largest artesian spring group in the United States and Silver Springs State Park. According to the United States Census Bureau 2013, Ocala's population is 57,468 and total area is 38.63 square miles (100.0 km<sup>2</sup>).

The city of Ocala was founded in 1846. Ocala is derived from the Timucua word "Ocali" which translates to "Big Hammock." In 1881 the railroad arrived in the town and stimulated the economy. About two years later a vast majority of the downtown area was decimated by a fire. The destruction motivated the citizens to rebuild the city with brick, steel and granite. Ocala became known as "The Brick City." The town was a prominent citrus growing area, until the "Big Freeze" occurred in 1894-1895. During the 20th Century Ocala became increasingly popular as a tourist destination.

Conveniently located in North Central Florida, Ocala's can get to either coast; or major metropolitan areas such as Orlando or Tampa in just over an hour.

The city is served by the Ocala International Airport. Ocala Suntran offers bus transportation.

### **Mission Statement:**

The City of Ocala provides fiscally responsible services consistent with the community's current and future expectations.

### **Our Core Values:**

- ◆Customer Focus ◆Integrity ◆Responsibility
- ◆Knowledge ◆Innovation ◆Efficiency ◆Leadership

## **INTERNSHIP OPPORTUNITIES**

### **Information Technology Internship**

This internship offers practical work experience, an introduction to desktop support and an opportunity to gain experience with the technical operation of a government municipality. This internship will involve challenging opportunities, real technical

projects and interaction with staff. This is a great opportunity to gain hands-on experience in the computer field.

The Information Technology Support Intern will provide direct technical assistance and support for network, hardware and software issues. Duties include installing and maintaining computer systems including software and hardware on desktops and laptops, resolving internet and network access issues, providing network printer support, meeting with staff to provide one-on-one technical assistance as needed and/or requested and testing and resolution via modifications, repair or external support assistance.

### **Cultural Arts Programming**

The Ocala Municipal Arts Commission is comprised of individuals representing the fields of fine arts and performing arts, nonprofit and arts administration, local business leaders, and the community at large. The mission of this commission is to provide leadership for city government in supporting the cultural arts, and to recommend programs and policies that develop, sustain and promote artistic excellence in the community. The intern will provide professional cultural arts services over a designated timeframe (as designated by their academic program) and will assist City staff with visual and performing arts within the community. The intern will gain an in-depth knowledge of cultural arts program implementation and planning processes as well as event planning and preparation.

### **Special Event Management Internship**

The Special Events Management Internship will provide you with hands-on experience in negotiating with vendors, coordinating logistics and timelines, and working with other divisions of a municipality. The intern will learn how to solicit sponsors and vendors as well as promote upcoming events on social media platforms, direct mail and web. In addition, you will support the events/marketing team with daily administrative tasks as needed.

### **Marketing and Promotions Internship**

The Marketing and Promotions Intern responsibilities include content creation for all of our social media accounts, including organizing cross-platform content strategies, assistance with capturing and analyzing social media metrics, content creation for e-newsletter as well as creation of program/event flyers. The intern will gain an understanding of contract management related to print publication and digital

marketing.

### **Recreation Programming Internship**

The Recreation and Parks Department is responsible for providing Ocala residents with high quality recreation, cultural, and parks programs by leveraging resources in a manner that maximizes our impact on the community. The intern will work in several areas such as parks operation, community centers, administration, Discovery Science Center, special events, athletics, and aquatics to name a few. He or she will have an opportunity for planning, organizing, and implementing a new program with the assistance of a supervisor or coordinator and may also evaluate a department “process” and make recommendations on improving that process.

### **Therapeutic Recreation Internship**

The Therapeutic Recreation Internship is designed for the college or university student majoring in therapeutic recreation who is seeking practical experience in the development and implementation of therapeutic recreation services in a municipal, community based recreation setting. Internships are supervised by a Certified Therapeutic Recreation Specialist and may qualify for certification eligibility through the National Council on Therapeutic Recreation Certification. The intern will be assisting the CTRS with planning, organizing, and implementing education and recreation services that help people with illnesses, disabilities and other conditions to develop and use their leisure in ways that will enhance their health, functional abilities, independence and quality of life.

### **Discovery Science Center Exhibits Intern**

The intern will assist the Exhibit Supervisor and Exhibit Coordinator over a designated time frame from six months to one year (as designated by their academic program) and will assist City staff. Discovery Center Exhibits interns gain in-depth knowledge in museum exhibit concepts, construction, and maintenance. Specific duties will include assisting with basic herpetological care and maintenance of Discovery Center’s reptile collection, maintaining and inventorying exhibit components on site, construction and installation of exhibits, conducting exhibit tours for the public, implementing various programming related to Discovery Center exhibits and assisting with marketing. The intern will also assist at special events like Discovery Date Night and STEAM Saturday. Exhibit interns will gain working knowledge of basic carpentry tools and practices and develop skills with hand tools.

### **Fort King National Historic Landmark Internship**

This intern will assist the staff at the Fort King National Historic Landmark. The internship will include the design of a program workbook geared towards school teachers and home-schooled students. Interns will also assist with the development of programming around Florida food ways and our agricultural history at our Fort King Heritage Teaching Garden. In addition, the intern will conceptualize and develop a plan for remote learning where programs can be used if the park is closed for a duration of time.

### **Electric Substation Relay Internship**

This intern will report to the Substation Division Head. This internship will provide practical experience on Substation & Relays, including but not limited to: Installation, Troubleshooting, Programming, and basic design of Relaying Schemes and Understanding the Role of the Relay, and its integration with Substation Equipment in the Field. Intern will be under the direct supervision of a Senior Member of the Substation Department **at ALL times**. Intern will work a schedule Monday-Thursday 7:00 AM until 16:30 PM.

## **GENERAL INFORMATION**

### **The Intern Supervisor**

The supervisor will assist the intern in establishing an outline of the Internship Program. The supervisor and intern will meet regularly throughout the Internship Program to evaluate and discuss the student's progress. These discussions will include any changes which need to be made in the outline of the program, and issues which the intern might need assistance addressing.

### **Transportation**

Interns will be expected to provide their own transportation. You can visit our public

transportation information online at [www.suntran.com](http://www.suntran.com) . There you can view bus routes, stops, times, and plan your trips. Sun Tran offers two form of payment method: Cash and SunGo, the smart card fare payment system.

## **PROGRAM OVERVIEW**

### **Eligibility**

In order to be eligible to participate in the program, the intern must be able to work in the United States, and demonstrate, through the City's application process, that he/she is in a degree-seeking program entering or attending an undergraduate accredited college/university, or pursuing a graduate degree at an accredited college/university which requires an internship.

### **Program Term(s)**

Internships are offered on an ongoing basis and can be modified to meet the needs of the student or City of Ocala. The internship experience is for the benefit of the intern, not the City. The intern will not be displacing employees of the City and the intern will not necessarily be entitled to a job at the conclusion of the internship. The intern understands that he/she will not be entitled to hourly wages, benefits or overtime.

### **College Credit**

Providing the intern's educational institution permits, an intern may participate in the program in conjunction with an academic course for which the intern gains academic credit, as a pre-requisite to taking an academic course or as an academic course requirement.

### **Department Curriculum**

Each participating department will develop a curriculum and a work plan based upon the students' needs/interests and in this way, each intern has the benefit of an individualized work plan (hereinafter referred to as "The Plan") that is jointly developed between the intern and the coordinator.

### **Internship Contract**

If the Intern's academic institution has a standard contract; that contract should be provided to the City of Ocala as soon as possible so that staff can process it for legal review.



## **SPECIAL ASSIGNMENTS**

During the internship, the intern is highly encouraged to attend as many of the following as they have interest:

City Council Meeting

Staff Meetings (depend upon the assignment)

Major Meetings related to the area of assignment

Boards & Commission Meetings related to area of assignment

Public Meetings

## **CRITERIA FOR STUDENT APPLICATION AND SELECTION**

### **APPLICATION PROCEDURES**

Available internship opportunities are shown on our website. Students interested in completing their internship with the City of Ocala should follow these procedures.

- 1) Contact the Resource Development Manager in writing, stating the desire to intern with the City. Internship dates, goals & objectives should be included.
- 2) Return the University intern forms, a college transcript, and a resume to:

City of Ocala  
Resource Development Manager  
828 NE 8 Ave  
Ocala, FL 34470  
Phone Number: (352)368-5504

## AGENCY SELECTION

One of the most important decisions a student will make during their college career is the selection of the organization for their internship. The internship should provide the student with:

- Realistic professional working experiences in their selected field
- An opportunity to work with a diversified professional staff
- A chance to test their knowledge and skills in an actual working environment



## City of Ocala

### INTERN PROGRAM INTEREST FORM

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#### Contact Information:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day: (\_\_\_\_) \_\_\_\_\_ Night: (\_\_\_\_) \_\_\_\_\_ Mobile: (\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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### Background

School Presently Attending/Location: \_\_\_\_\_

Status: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate Student

Other: \_\_\_\_\_

Semester of Interest: Fall 20\_\_\_\_ Spring 20\_\_\_\_ Summer 20\_\_\_\_

**Approximate Dates:** \_\_\_\_\_

Expected Graduation: \_\_\_\_\_ Degree Program: \_\_\_\_\_ G.P.A.: \_\_\_\_\_

How did you hear about us?

\_\_\_\_\_

Do you have any physical limitation that should be considered when we plan your internship assignment?

☐ Yes ☐ No If yes, what is your desired accommodation \_\_\_\_\_

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### Special Placement Request: (Please circle all the areas of interest to you)

Recreation Programming   Electric Substation   Cultural Arts   Special Events Management

Information Technology   Marketing & Promotions   Fort King National Historic Landmark

**Other Interests:** \_\_\_\_\_

\_\_\_\_\_

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**Objectives** (What are your long-term career goals in your field) \_\_\_\_\_

\_\_\_\_\_

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### Computer Experience:

None

Novice

Intermediate

Advanced

- |                         |                          |                          |                          |                          |
|-------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| • Microsoft Publisher   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Microsoft Word        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Microsoft Excel       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Microsoft Power Point | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Adobe In Design       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- Adobe Photoshop ☐
- Other ☐
- Other ☐

List any special training, licenses, and certificates which you possess that may be helpful during your internship.

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**When completed, please return to:**

City of Ocala  
 Connie Carroll  
 Resource Development Manager  
 By Mail: 828 NE 8<sup>th</sup> Avenue, Ocala, FL 34470  
 Email: ccarroll@ocalafl.org