



# Internship Program

---

**Interns With Purpose, Leaders In Progress**



2  
0  
2  
5

# Table of Contents

- Mayor's Message
- Program Overview
- Why Become an Intern Here
- Who We're Looking For
- Internship Opportunities
- Program Expectations, Requirements, and Eligibility
- Pay, Scheduling, and Benefits
- Safety of Interns
- Information & Technology (IT)
- Performance and Mentorship
- Professional Development and Training
- Tips and Tricks from a Former Intern
- Additional Information



# Mayor's Message



**"I am excited to welcome you to the City of Lake Stevens Internship Program. Our interns bring new perspectives, innovative ideas, and a dynamic energy that support our departments and the community as a whole. This handbook is a resource designed to support you in mentoring and guiding our intern effectively. It contains valuable information and best practices to ensure a successful and rewarding experience for everyone involved.**

**Thank you for your dedication to establishing the growth of our future leaders and for making Lake Stevens an even better place to live, work, and grow."**

**-Mayor, Brett Gailey**



# Program Overview

**The City of Lake Stevens Internship Program is designed to provide students and recent graduates with meaningful work experience in a variety of departments within the city's local government. Internships typically run during the summer or semester terms. Though the program provides flexible options based on departmental needs. As an intern, you will work on special projects provided, participate in departmental meetings, and gain exposure to the inner workings of local government.**

**The program is structured to offer experiences across multiple divisions. Interns will be paired with a supervisor who will guide them through their roles and providing a comprehensive understanding of their assigned department's objectives and operations.**



# Why Become an Intern Here

The City of Lake Stevens offers various opportunities to become involved in local government, providing invaluable hands-on experience in services within the public sector. As an intern, you will work closely with city leaders to gain insight into how decisions are made and implemented within a growing community. You'll have the chance to make a significant impact on projects that benefit residents, ranging from infrastructure development and environmental sustainability to asset management and public administration. Additionally, the internship provides excellent networking opportunities and the chance to develop the necessary skills for your future career. Our recent intern from the Human Resources department found the experience rewarding, both personally and professionally, and has gone on to pursue careers in the public sector.



# Who We're Looking For

We are seeking enthusiastic and dedicated individuals to join our internship program and help drive the City of Lake Stevens' mission and vision. We are looking for candidates who are passionate about public service and whose values align with our city's core principles. Ideal candidates will demonstrate integrity, a commitment to delivering excellent service, and the ability to collaborate effectively with others. If you are innovative, accountable, and respectful in all interactions, we encourage you to apply and become a part of our vibrant community.

## Our Values for All Employees:

### Act with Integrity

We commit to building trust through ethical behavior in our actions, ensuring our decisions are guided by:

- Using good judgment.
- Upholding honesty and acting within the best interest of the city.
- Consistently following policy and best practices.

### Deliver Excellent Service

We strive to deliver outstanding service by:

- Solving problems with creativity and innovation.
- Holding ourselves and each other accountable for results.
- Maintaining respect and professionalism in all interactions.

### Collaborate with Purpose

We build strong partnerships by:

- Communicating effectively and respectfully.
- Fostering constructive relationships with all.
- Acting with positive intent towards shared goals.



# Internship Opportunities

**The following internship opportunities that may be offered include, but are not limited to:**

- **IT Geographic Information System (GIS)**
- **Planning**
- **Surface Water Management**
- **Human Resources**
- **General Administration**



# Program Expectations, Requirements, and Eligibility

## Eligibility

To be eligible for the City of Lake Stevens Internship Program, applicants must be at least 18 years of age and actively enrolled in or have recently completed a degree program related to the field in which they're applying (within 12 months). Strong communication skills, a professional attitude, and a willingness to learn are important qualities we look for in candidates. Interns are expected to commit to the full term of their internship, typically 10-20 weeks, and work a set number of hours per week (which may vary based on the position). All interns are required to successfully complete a position-relevant background check and must be able to follow city policies, including adhering to confidentiality and maintaining professional conduct. Some roles may require specific qualifications, such as specific knowledge or course work pertinent to the role.

## Requirements during your internship

In order to ensure interns gain beneficial insight of public service, during the course of their time with the City, interns are expected to:

- Attend a minimum of one (1) City Council meeting.
- Attend at least one community, City-sponsored or City-affiliated event, or special meeting.
- Give a presentation at the conclusion of the internship program to the Executive Leadership Team.
- Attend at least 2 Impact Sessions or shadow at least 2 other city employees.



# Pay, Scheduling, and Benefits

**Interns will be compensated on an hourly basis for their work in these positions (see internship job postings for pay wage details). The City offers flexibility to accommodate academic commitments to include working around class schedules and exams. Various scheduling options are usually offered or available upon request such as 9/80s, 4/10s, and/or part-time hours to encourage work life balance (subject to supervisor approval and department needs). The duration of internships will range from 10 to 20 weeks, depending on departmental needs and funding.**

## Benefits

**Interns are not eligible for most city benefits, including health insurance. Per state law, interns will earn one hour of sick leave for every 40 hours worked but will not be permitted to use paid sick leave can only be used while employed after 90 days (example: An intern only works at the City for 10 weeks, they would not be eligible to use sick leave). If an intern is unable to attend a scheduled shift, they will not be compensated for the missed hours.**

**Interns are eligible to participate in internal city events and programs offered to their employees such as recognition events, wellness activities, and training subject to supervisor approval.**



# Safety of Interns

The safety and well-being of interns is a top priority as they gain hands-on experience within their departments. To guarantee a comprehensive understanding of workplace safety, interns will receive safety training and guidelines tailored to their roles. Personal Protective Equipment (PPE) will be provided as needed throughout the internship. (For example, a stormwater intern will be supplied with appropriate boots for the duration of their internship.)

Interns required to operate City vehicles must hold a valid Washington State Driver License and be able complete required safety training courses prior to vehicle use. Additionally, all interns will be given identification badges to securely access City facilities. Entry to each building is controlled by ID badge scans, reinforcing the City's commitment to maintaining a secure and protected environment for all employees and interns.

# Information & Technology (IT)

Interns will have access to a variety of City technology and communication tools, including but not limited to Microsoft 365 platforms, Outlook, Teams, and other software. All interns are expected to utilize these resources responsibly and in full compliance with the City's IT policies.



# Performance and Mentorship

## Performance Expectations

Interns are expected to successfully complete all assigned deliverables by the end of their internship term. Clear objectives and timelines will be established at the start of the program to guarantee alignment with organizational goals and individual growth. Meeting these performance standards will be important for a successful completion of this program.

## Regular Performance Reviews

Supervisors will conduct monthly performance check-ins to review progress, celebrate your strengths and accomplishments, and identify areas for improvement. These meetings will be an open conversation where interns can also share their feedback on support they need and discuss challenges or opportunities for learning and growth.

## Mentorship Opportunities

Interns will be assigned a supervisor but may also have the chance to form mentoring relationships with other employees. If both the intern and the employee agree, the intern can benefit from a mentor who can provide guidance, career advice, and insights into working in local government. While not required, mentorship is a valuable opportunity for interns to develop their professional development and personal growth during their time with the City of Lake Stevens.

## Rewards and Recognition

Acknowledgment of hard work and contributions is important for developing a positive and productive work environment. At the City of Lake Stevens, exceptional interns may be recognized through information appreciation, certificates, or letters of recommendation that highlight their impact.



# Professional Development & Training

This program encourages the growth and development of our interns through structured learning opportunities and hands-on experience. Our internship program is designed to support long-term career development. Through mentorship, specialized training, and exposure to various city functions, interns will gain valuable insights and tools that will serve them well in their professional journey.

## Goal Setting and Development Plans

At the beginning of the internship, interns will collaborate with their supervisors to establish individualized goals and development plans. These plans will align with the intern's professional interests and the City's needs. Interns are encouraged to take ownership of their development by proactively seeking out learning opportunities and feedback throughout their time at the City.

## Training and Skill Development

Throughout the internship, interns will be provided with a variety of relevant training to improve their technical, administrative, and interpersonal skills. Workshops, shadowing opportunities, and on-the-job training are common ways for interns to gain practical experience in areas that will prepare them for their career.

## Career Guidance and Post-Internship Support

To support the transition from intern to professional, career guidance will be available throughout the program. This may include resume reviews, mock interviews, and networking opportunities with city officials and other professionals in the field. Additionally, interns may receive ongoing support post-internship, including job search resources and potential future job opportunities within the city.



# Tips & Tricks from a Former Intern

Hello, I'm Hollee Seaward, the first Human Resources intern for the city. Being an intern for the City of Lake Stevens leveraged the skill sets needed to advance in my career. I had graduated from Washington State University – Everett with my bachelor's degree in strategic communication when I came across this opportunity. After being accepted into this position, I had no previous knowledge of Human Resources and was coming into this profession from scratch. The HR team took me under their wing and patiently guided me through the intricacies of the public sector.

Here is some advice I would give to future interns:

## Applying and Interviewing

- Make sure you have a comprehensible and organized resume that showcases your previous/current work experience. Ensure that your cover letter is brief and straight to the point. Statistics prove that roughly 45% of hiring managers read a cover letter in full. A paragraph that highlights how you would be a great fit for the position is more than enough. They have your resume for a reason.
- With government jobs specifically, there will usually be sample questions you are required to answer before submitting your application. This is your chance to leverage how your experience and/or degree correlates with the position and what makes you the best candidate for the role. Do not put “refer to resume” for your answer because you most likely will not be considered for the position.



# Tips & Tricks from a Former Intern Continued

- Interviews can be nerve-wracking and intimidating, especially if you have minimal practice. Take advantage of mock interviews with professionals. Whether with mentors on campus, or your peers, mock interviews help build the skills you need to complete a successful interview. Additionally, there are numerous recruiters on social media that give free advice on interviewing/career best practices.
- Show up to your interview in business professional attire and on time. The minute you walk through the doors, that is when your interview “starts.” Office assistants oftentimes report to the interview panel on how you interacted with them. Be cautious of how you carry yourself.
- Before you interview, confirm that you have done thorough research on the city. Always obtain knowledge about the place you’re applying to for further execution of your interview.

## Joining the Team

- Come to work with an open frame of mind. This opportunity is to strengthen your real-world work experience. Take advantage of building connections with city administration, directors, and other city employees to grow your network and connect with others within the city/community.
- The biggest piece of advice I would give to future interns is to be open to constructive criticism and feedback. Whether you are early on in your career or have significant experience, be flexible and willing to make adjustments.



# Additional Information

## Equal Opportunity Employer

The City of Lake Stevens values a diverse workforce. It's the policy of the City to provide equal opportunity to all persons seeking or having access to its employment, services and activities which is free from restriction based on race, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation or disability, or any other basis prohibited by federal, state, or local law.

## Reasonable Accommodation

There are no limitations to who's a best fit to serve this community! If you're invited to interview and you need specific accommodations, please let us know. We're happy to make the arrangements. We'll need to know ten (10) days in advance to make sure we get you situated, but a call in to the Human Resources department will do the trick: (425) 622-9400. You're also welcome to mail your request to Human Resources.



# Your Journey Starts Here!

We hope this handbook has given you a glimpse into the incredible opportunities that the City of Lake Stevens internship program offers. This isn't just about gaining experience — it's about becoming part of a community that values growth, innovation, and public service. The projects you'll work on, the people you'll meet, and the skills you'll develop will all help shape your future in ways you may not even imagine yet. If you're looking for a place to learn, make an impact, and start building a meaningful career, this is it. We can't wait to see what you'll accomplish as part of our team.

## Contact Information

(425) 622-9400

[www.lakestevenswa.gov](http://www.lakestevenswa.gov)

1812 Main Street, Lake Stevens, WA 98258

