



City of Hamtramck
3401 Evaline Avenue
Hamtramck, Michigan 48212

Summer Youth Interns – Part Time

An Equal Opportunity Employer

Job Description Summary:

The City of Hamtramck is seeking students ages 16-26 to join us for our summer of service and learning. Interns will gain experience in park, street, and building maintenance, and light clerical duties. In addition to work experience, the employed youth will receive educational information on prevention, treatment and access to behavioral health care. The Summer Youth program will run from June 24 – August 23, 2019. The work hours will vary according to job duties, maximum of 20 hours per week. The City Hall hours of operation are from 8:00 a.m. - 4:00 p.m.

Scope of Work

- Park Maintenance, Watering plants, cleaning parks, ballfields, and tennis court
- Painting, light maintenance, planting trees, spreading mulch, and cleaning graffiti, and planting flowers
- Cleaning trash, painting curbs and fire hydrants, and light maintenance
- Clerical duties, shredding documents, and data entry
- Other duties as assigned

Education, Experience, and Qualifications

- Must be a US Citizen
- Must be able to pass a drug and background check

Compensation: \$9.75 per hour

Application Process: Download applications at www.hamtramckcity.com. Or pick up applications from The City Hall table that is located inside of City Hall, across from the Clerk's office on the 1st floor. Return completed applications in person to The Hamtramck City Clerk's office, 3401 Evaline, 1st Floor, Hamtramck, MI 48212. **All interviews will take place at the Hamtramck Job Fair on April 4, 2019 from 10:00 a.m.-2:30 p.m at the People's Community Services Center of Metropolitan Detroit (8625 Joseph Campau Avenue). Please bring completed applications to the fair.**

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.



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