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CASA GRANDE SUMMER INTERNSHIP

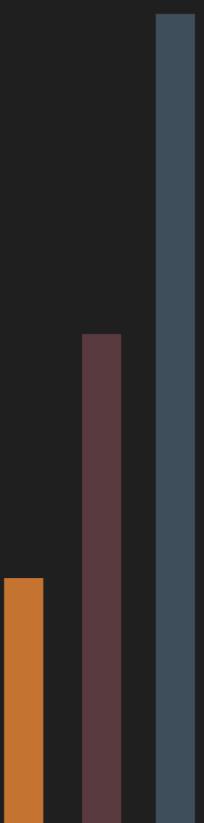
2025

ORGANIZED BY:
City Manager's Office



2025

About The Program



The Summer Internship Program provides students with a glimpse into the world of public service and a chance to explore several different careers in local government.

The program lasts eight weeks (start date May 27), and interns will work a flexible 20-40 hours/week at \$15.50/hour for high school students and \$17.00/hour for college/university students.

Participants will be assigned to a city department based on the choice indicated in their application.



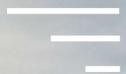
Participating Departments

2025



- 01** City Attorney's Office
- 02** Recreation Division
- 03** City Court
- 04** Fire Department
- 05** Planning & Development
- 06** Police Department
- 07** Public Works-Engineering

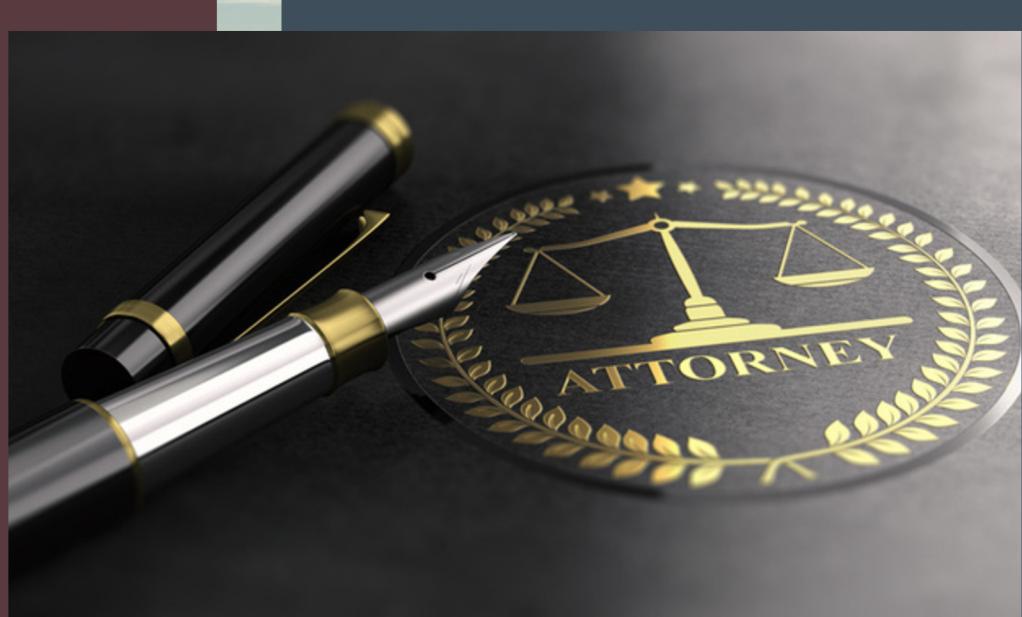
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01

City Attorney's Office

As an Intern in the City Attorney's Office, you will be given exposure to a variety of legal functions. Interns will have the opportunity to assist with the victim advocacy program, civil casework, and some criminal-related work as well. Strong preference will be given to applicants that are 18+ years old.



Responsibilities

- Reviewing copies of police reports; redact body cam footage
- Initiate contact with victims via telephone or in person prior to initial pretrial court date
- Assisting victims with completing forms for victim statements

- Documenting case notes and inputting information into the Attorney's database
- Assisting with sewer lien letters and mailings
- Informing victims about their constitutional rights, case status, court dates, court proceedings, and criminal justice process
- Providing victims with resources, safety planning, and other domestic violence related information
- General administrative tasks

SUMMER INTERNSHIP



02

Community Services

Recreation Division

As an Intern in the Recreation Division, you will have the opportunity to assist with preparing a variety of marketing materials, marketing campaigns for programs and events, and social media content. Applicants must be available to work the 4th of July.



Responsibilities

- Assist in the creation and scheduling of engaging social media content across platforms
- Collaborate with the marketing team to develop and execute social media campaigns for the Community Services Department

- Capture content including photos and videos in support of Storytelling efforts
- Seek fun and engaging content ideas to incorporate into Marketing team's social media calendar
- Design visually appealing graphics and multimedia content for various marketing channels.
- Coordinate marketing and promotional events

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03

City Court

As an intern with the City Court, you will learn about the legal process and support Court operations through helping with the management of case files, court orders, and key reports. This position is only offered part time (20 hours per week).



Responsibilities

- Screen and assess program participants to assist with rehabilitation and accountability
- Makes referrals for court order counseling and monitor progress of treatment
- Oversees the management of case files to determine adherence to court ordered conditions

- Receives and reviews monthly reports from treatment providers on program participants and takes appropriate remedial actions as necessary
- Compiles statistical data and completes necessary reports
- Compiles and maintains social and case histories, monitors court dockets, and calendars, and runs record checks to determine whether probationers have committed additional offenses.

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04

Fire

As an intern in the Fire Department, you will gain hands-on experience in fire department operations with a focus on community risk reduction, public education and outreach, and administrative support. Interns will also have opportunities to job shadowing firefighters, inspectors, and administrative staff to gain a well-rounded understanding of fire service careers. The Department offers two part-time internships.



Responsibilities

- Support and participate in public education campaigns
- Support the creation, delivery, and evaluation of CRR programs within the community
- Assist with the department's public outreach efforts
- Perform clerical duties, take memos, maintain files and administrative assistance as assigned
- Shadow multiple positions including firefighters, dispatchers, inspectors, public education officer

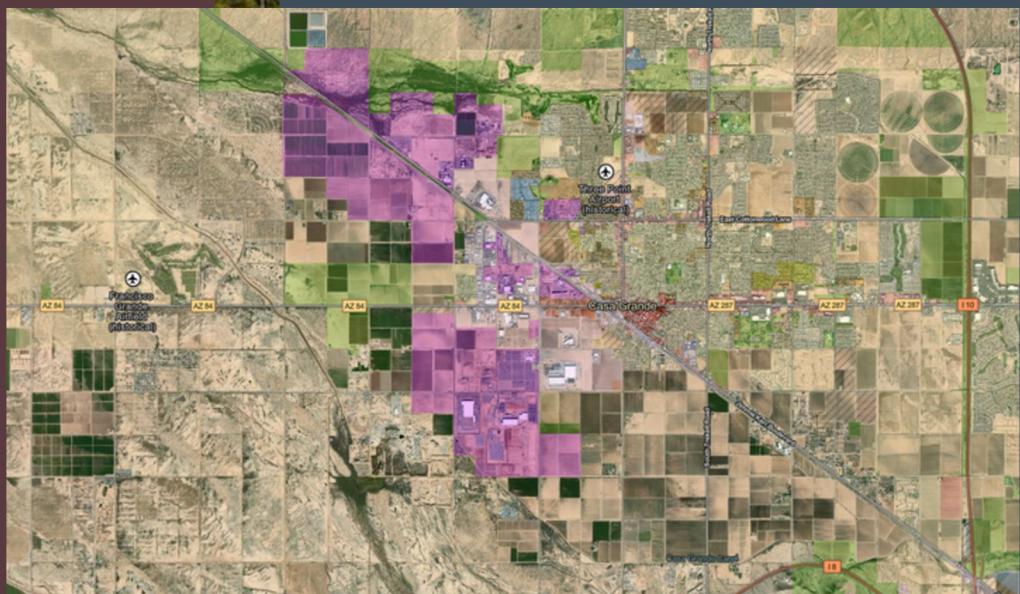
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05

Planning & Development

As an Intern in the Planning & Development Department, you will see firsthand how services are provided to continually improve the quality of life for Casa Grande residents through thoughtful management of growth and development opportunities. Applicants must be at least 17 years old.



Responsibilities

- Update building permit forms and applications
- Review applications to ensure completeness
- Track and analyze planning and development data

- Scan physical building plans to create a digital format
- Assist in ensuring that all permit documents are stored according to the City's record retention policy
- Job shadow professionals in the inspection, plan review, and permit intake processes

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06

Police

As an intern with the Police Department, you will contribute to keeping Casa Grande a safe and thriving community. You will participate in making policy recommendations to ensure that law enforcement standards are being met. This position is only offered part time. Applicants must be at least 18 years old, and preference will be given to college/university students.



Responsibilities

- Restructure the Policy Manual in PowerDMS and in Word format
- Review / recommend policy & procedure changes to meet ALEAP Standards
- Build 2025 Excel worksheet for tracking compliance proofs for the 175 ALEAP Standards
- Conduct low level audits if needed
- Seek proof of ALEAP compliance consisting of policy statements, procedures, reports, audit reports, training, photographs, and other documents.



07

Public Works Engineering Division

As an intern in the Engineering Division of the Public Works Department, you will work in a dynamic team environment with exposure to various projects, including capital improvement, planning and development of transportation projects, and traffic engineering and operation. Applicants must be at least 17 years old.



Responsibilities

- Assist with the documentation for capital improvement planning
- Complete inspections related to illicit discharges
- Assist with creating electronic records keeping system for environmental compliance
- Provide assistance with multiple software applications (AutoCAD, etc.)
- Participate in the outreach and planning for the Safe Routes to School Program
- Assist with the general tasks that engineering provides other public works divisions (facilities, sanitation, airport, etc.)

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Timeframe



- Applications open on March 25 @ www.casagrandeaz.gov
- Applications close April 8 @ 5:00 pm
- Internship start date is May 27
- The internship program will include professional development training and site visits to the various aspects of city operations

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For any questions please contact Rob Aldous at
robert_aldous@casagrandeaz.gov