



PAID INTERNSHIP PROGRAM

The City of Forest Hill and Workforce Solutions for Tarrant County announce the paid **Summer Internship Program**. This year, young adults will have the opportunity to work for up to 8 weeks in various office locations throughout the city to learn work readiness skills. While working, youth will earn a paycheck and experience the opportunity of working for a municipality.

To qualify for the paid **Summer Internship Program**, you must:

- Be 18 years or older
- Live in Forest Hill
- Have the legal right to work in the United States
- Be WIA (Workforce Investment Act) eligible
- Attend a 1 hour in-person orientation session

Also, you must show proof that you meet one of the following 10 income requirements:

1. Household receives TANF benefits
2. Household receives Supplemental Nutrition Assistance Program (SNAP) benefits
3. Youth receives Children's Health Insurance Program (CHIP) benefits
4. Youth receives Medicaid benefits
5. Household receives subsidized child care through the Child Care and Development Fund
6. Household is eligible for or receives subsidized public housing assistance
7. Household participates in the U.S. Department of Agriculture Food and Nutrition Services' Women, Infants, and Children (WIC) program
8. Youth receives free or reduced-cost school lunch
9. Youth is eligible for, or enrolled in, WIA youth services
10. Youth whose family income is 200 percent of or below the U.S. Department of Health and Human Services' Poverty Guidelines or the U.S. Department of Labor's Lower Living Standard Income Level.
To meet this criteria, your household must show proof of the last 13 weeks of income.

To apply, you will need to complete a City of Forest Hill Job Application and interview with the appropriate city personnel for the paid internship. Internships will be offered working with various city departments. Some applicants may be required to submit to a background check, depending on the internship sought.

To register for a session or for more information about the program, call 817-413-4400.

Orientation sessions will be held at:

Southside Youth Center

Resource Connection
1400 Circle Drive, Fort Worth
(817) 804-2634

Hours: Monday – Thursday, 8:30 a.m. - 5:30 p.m.

You could start work as early as June 14th but no later than July 22nd. Jobs are limited to 8 weeks based on your start date, but the last possible day of work is September 17th. All jobs pay \$8.00 to \$10.00 per hour and you can work up to 30 hours per week. All paychecks are deposited onto a debit card on pay day. You will receive your card when you complete your new hire paperwork the week before you begin your job. Your first paycheck will be deposited 2-3 weeks after you begin work and then every 2 weeks after that.

Internship job descriptions and City of Forest Hill job applications can be found at www.foresthilltx.org under the "Job Openings" tab.