COUNTY EXECUTIVE SUMMER VOLUNTEER FELLOW PROGRAM

County Executive George Latimer’s Summer Fellowship Program provides eligible high school students and college students a unique opportunity to gain valuable professional experience, build leadership skills, work closely with experienced staffers and learn about county government.

Fellows will be tasked with researching county-wide issues, drafting short memos and letters, attending and assessing community events and generally assisting with day-to-day operations. Fellows will work directly with the County Executive’s staff, and develop a more detailed understanding of government. Fellows have previously researched and proposed legislation which was later considered by the Westchester County Board of Legislators.

County Executive George Latimer’s Summer Fellowship Program will accept applications until April 30th. Accepted fellows will serve from June 8th to August 14th; these dates are somewhat flexible, and fellows with conflicting schedules may be accommodated as is possible.

The fellowship is unpaid, and requires 3-5 days of work per week. Precise scheduling can be flexible to the needs or scheduling requirements of accepted students. Arrangements can be made to provide school credit, if applicable.

Fellows will attend weekly presentations by members of County Executive Latimer’s administration in order to enhance their understanding of municipal government. Fellows have previously met with the Westchester County Attorney, the County Executive’s Director of Operations, the head of the Department of Public Safety, the head of the Department of Parks, and both County Executive George Latimer and Deputy County Executive Ken Jenkins.

Free parking will be provided for fellows who drive to White Plains. All fellows will be issued with County IDs. Fellows will be given a degree of flexibility in their duties, with the ability to work across multiple departments at the County Executive’s Office.

To apply, please complete the application below/attached and send it, along with a resume, cover letter, and writing sample (preferably a thesis-driven or argumentative essay) to Copernicus Crane at ccrane@westchestergov.com. Please include “CE Fellow” in your subject line; applications will be returned within two weeks.

For more information contact Copernicus Crane at 914-995-2946 or ccrane@westchestergov.com.
**VOLUNTEER FELLOW APPLICATION**

**Name:** (Last, First, Middle)  

**Last 4 digits of Social Security Number**  

Mailing Address: Street  

City, State, Zip Code  

**Telephone No.**  

**Cell Phone**  

Are you 18 years old or older? ____ Yes ____ No  
If not, what age: ______  

Are you a Westchester County Resident? ____ Yes ____ No  

**Email Address:**

**EDUCATION**

<table>
<thead>
<tr>
<th>NAME &amp; LOCATION</th>
<th>COURSE/MAJOR</th>
<th>TYPE OF DEGREE</th>
<th>DATES ATTENDED TO/FROM</th>
<th>DATE DEGREE RECEIVED OR EXPECTED</th>
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<tr>
<td>HIGH SCHOOL</td>
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<td>COLLEGE OR POST HIGH SCHOOL</td>
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<td>GRADUATE SCHOOL</td>
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<td>CERTIFICATES OR SPECIAL TRAINING</td>
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**VOLUNTEER/COMMUNITY SERVICE/EMPLOYMENT HISTORY** (Up to last 5 years)

<table>
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<tr>
<th>NAME &amp; ADDRESS OF EMPLOYER</th>
<th>FROM MO./YR</th>
<th>TO MO./YR.</th>
<th>KIND OF WORK OR POSITION</th>
<th>Paid/Unpaid</th>
<th>REASON FOR LEAVING</th>
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Do you have any computer skills? ____ Yes ____ No  
If yes, specify:__________________________  

Keyboarding skills? ____ Yes ____ No ____ WPM  
If yes, specify:__________________________  

Can you operate any other equipment? ____ Yes ____ No  
If yes, specify:__________________________  

In addition to English, are you fluent in any other language? ____ Yes ____ No  
If yes, Specify__________________________  

Have you worked for Westchester County government before? ____ Yes ____ No  

Which Department:__________________________  
Reason for leaving:__________________________  

**Where did you hear about this program/job?**

__________________________________________  

**DATE:** ____________  **APPLICANT’S SIGNATURE:** ___________________________

**IF UNDER AGE 18, PARENT/GUARDIAN SIGNATURE:** ___________________________

Please return this application and send it with a resume, cover letter, and writing sample to Copernicus Crane at ccrane@westchestergov.com by April 30. Please include “CE Fellow” in your subject line.