

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.

Complete the application below

VOLUNTEER FELLOW APPLICATION

Name: (Last, First, Middle)		Last 4 digits of Social Security Number
Mailing Address: Street		xxx / xx /
City, State, Zip Code		Telephone No.
Are you 18 years old or older? ___ Yes ___ No		Cell Phone
If not, what age: _____		Email Address:
Are you a Westchester County Resident? ___ Yes ___ No		

EDUCATION

	NAME & LOCATION	COURSE/MAJOR	TYPE OF DEGREE	DATES ATTENDED TO/FROM	DATE DEGREE RECEIVED OR EXPECTED
HIGH SCHOOL					
COLLEGE OR POST HIGH SCHOOL					
GRADUATE SCHOOL					
CERTIFICATES OR SPECIAL TRAINING					

VOLUNTEER/COMMUNITY SERVICE/EMPLOYMENT HISTORY (Up to last 5 years)

NAME & ADDRESS OF EMPLOYER	FROM MO./YR	TO MO./YR.	KIND OF WORK OR POSITION	Paid/Unpaid	REASON FOR LEAVING
Do you have any computer skills? ___ Yes ___ No If yes, specify: _____		Keyboarding skills? ___ Yes ___ No ___ WPM		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.