



City of Philadelphia

OFFICE OF HUMAN RESOURCES

HIRING SERVICES DIVISION

Workforce Development
and Recruiting

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Community Internship Program

Program Introduction

The Office of Human Resources (OHR) and the Managing Directors' Office (MDO) have established an Internship Program to invest in the human capital of our City's residents, specifically residents who have a desire to pursue career opportunities with the City of Philadelphia. This program supports the City of Philadelphia's efforts towards securing a productive and skilled labor force for the future. The Community Internship Program is an intense, life-altering training course designed to immerse residents into the City's vast career paths, while exposing them to a variety of social and economic challenges facing today's workforce.

Program Goals

- To motivate and encourage residents within Philadelphia neighborhoods to pursue career opportunities with the City of Philadelphia
- To train and develop a future qualified workforce in the fields where serious labor force deficiencies remain a problem

Program Requirements

The Community Internship Program targets **only** Residents of the City of Philadelphia who have graduated high school or posses a GED for internship positions. Residents must meet the following requirements:

- Residents must express an interest in a career working for the City of Philadelphia by completing the application
- Must be willing to meet the mental, physical and legal requirements
- Must be willing to work every day for the allotted time as assigned

Tracks of Internship Program

- Track 1 is a Service Intern that leads to an Auto Maintenance Apprentice and other comparable apprentice positions in different departments
- Track 2 is a Support Intern that leads to numerous civil service jobs including laborer, custodial, and trades helper position in different departments

Fleet Department	Airport	Public Property
<i>Service Intern</i>	<i>Service Intern</i>	<i>Service Intern</i>
Auto Mechanic	Carpentry	Building Maintenance
Auto Body	Electrical	Plumbing
<i>Support Intern</i>	<i>Support Intern</i>	HVAC Mechanic
Auto Stores Worker (Parts)	Stores Worker (General)	Carpentry
Auto Detailing	Service Representative	Electrical
Custodial / Housekeeping	Airport Communications Operator	Painting
	Custodial Worker	

Work Schedule

- Residents will work posted Intern schedules per department. Some departments have shift schedules that include weekends and evenings. No more than 40 hours per week, no less than 25 hours per week. It is anticipated that the employees will not work over thirty-five (35) hours a week.
- Residents will be paid a minimum of \$12.00 per hour

Completion/Employment Opportunities

- Successful completion of this internship results in an opportunity to test for a permanent full-time civil service position when such examinations are open to the public for application.
- Certificates will be awarded to interns after completion of the program.

CommunityInternshipProgram.phila.gov



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