



2025  
Summer Youth Internship Program

**Information and Application Packet**

Office of Community and Economic Development  
City of Long Branch

## Purpose of Program

The City of Long Branch's Summer Youth Internship Program was created by the Mayor and City Council to provide young residents of Long Branch with hands-on experience with local government. The internship is geared towards providing interns with the opportunity to gain practical experience that they can carry into the workforce. Through the course of the six-week program, the interns can expect to complete a wide variety of tasks, exclusive to the Office or Department that they are assigned to, to give a unique experience.

## Information

The Summer Youth Internship Program will accept applications from March 31 - May 2, 2025. Applications are available at the following locations:

- 344 Broadway Long Branch, NJ 07740 (Information Desk, First Floor)
- [www.longbranch.org/SYIP](http://www.longbranch.org/SYIP)

The Program will run for six weeks from July 7 - August 15th. Interns are expected to work 15 - 20 hours per week at a rate of \$15.50 per hour. **Applications should be submitted no later than 4:30 pm on Friday, May 2, 2025.** Applications can be submitted in person to **344 Broadway Long Branch, NJ (City Hall, Administration Office, 2nd Floor)** or electronically to **internships@longbranch.org** with the subject: ATTN: Internship Application

### **ANY QUESTIONS SHOULD BE DIRECTED TO:**

Richard Thompson, Assistant Director of the Office of Community and Economic Development  
**Email:** [rthompson@longbranch.org](mailto:rthompson@longbranch.org) **Office:** 732-923-2041



## Requirements

Applicants for the Summer Youth Internship Program are expected to meet all of the below requirements:

- A resident of Long Branch, New Jersey
- At least 15 years old
- Enrolled in the Long Branch Public School System

**OR**

- Previously enrolled in the Long Branch Public School System, and currently enrolled in college.
- Willing to work 15 - 20 hours a week
- Must not be employed for a summer job by the City of Long Branch already.

## Application and Review Process

The application should be accompanied by the following:

- Resume (If no work experience, including extracurricular activities and skills that may be useful to the department you're applying for)
- 1 - 2 Letters of Recommendation (Educational or Professional)

Once the application period of March 31 - May 2, 2025 ends, the review process will begin. Qualified applicants will be contacted no later than May 23, 2025, with an offer of employment. Successful applications will be notified, and informed of a mandatory orientation date, which will cover the City of Long Branch and the Summer Youth Internship Program's policies and procedures.



# **Department Description and Duties**

## **1. Office of Community and Economic Development**

**Department Description:** The Office of Community and Economic Development is the driving force behind community and business support as well as retention. The Office is tasked with running essential services, such as Housing Rehabilitation Assistance, Business Development, Technical Assistance and Referrals, Community Development Projects, Improvement Assistance to Senior Citizen and Youth Programs, The Urban Enterprise Zone Program, and City Publications and Signage and City Marketing.

**Job Description:** While no day is the same at the Office of Community and Economic Development, an intern at the office can expect to: Answer the phone at the office, Respond to general inquiries, Assist with filing paperwork, Photography / Videography of City Events, Assist with community projects, or other duties that may be assigned.

## **2. Arts & Cultural Center**

**Department Description:** At the Long Branch Arts and Cultural Center, we focus a lot on creating a space and events that anyone in the community can enjoy. Some of the events we have held here in the past include art exhibits, receptions for artists, documentary screenings, live musical performances, a variety of art classes, ornament painting events, craft fairs, and health & wellness events.

**Job Description:** As an intern here, you may be required to: Answer phones. Have follow-up correspondences with artists/people you are working with on events, Help set up the space for events, Assist in the planning of how work will be displayed, Assist in the planning of events, Photographing or taking video of artwork / the room space, Learn basic graphic design skills to create flyers or other promotional materials (using Adobe Photoshop and Illustrator) Preferred, but not required: Someone who has an interest in art and design and/or event planning



### **3. Department of Recreation and Special Events**

**Department Description:** The Department of Recreation is the driving force behind the City of Long Branch's activities and sports. The department organizes and executes organized sports and events to appeal to the local community. Sports include Pickleball and Zumba for adults, flag football and basketball clinics for kids, as well as Fun Days! The Office of Special Events is responsible for all city-driven events, as well as maintaining applications and processing the permit process for events to be held in the city. The Department plays an integral part in the communication between special events, police, and public works. The department also contributes to the communications the city uses to market, advertise, and inform what is happening in the city via email blast.

**Job Description:** Intern responsibility will change from day to day at the Recreation Department. Hours will change from week to week depending on weekly events scheduled. An intern's schedule will need to be flexible to accommodate this position. Recreation interns can expect to politely answer telephone calls in the office and direct callers to proper personnel, Respond to general inquiries under the guidance of recreation staff, Assist with stringing and delivering beach badges to the beach office, Assist recreation staff with fun days and other community outings, Work with program coordinators on implementation of adult and youth programming and Assist with sporting events at our park locations. Through the **Office of Special Events**, interns can expect to file paperwork, post flyers, assist and help plan events, and help organize resources for events.

### **4. Fire Department and Fire Bureau**

**Department Description:** The City of Long Branch Fire Department is a combination Career/Volunteer operation. Long Branch's Fire Department is the busiest department in the county responding to a wide range of calls for help from the local community. The Fire Marshal's Office is responsible for fire inspections, certificates of occupancy, housing inspections, public education for fire safety, and registration of landscapers. The Office strictly enforces the New Jersey Uniform Fire Code.

**Job Description: Fire Department:** Our program is a good learning environment in which students can safely get a very in-depth perspective of the challenges, both mental and physical, which face such a demanding career, and gives them the opportunity to decide if such a career is right for them. The following is the general job description of the Intern program: Answering Phones, Develop and expand on skills and techniques directly applicable to the Firefighter service. Performs cleaning and maintenance tasks on apparatus and living quarters and Other Duties as assigned. Through the **Fire Bureau**, interns can expect to assist the clerical staff with the filing of public records consisting of residential and commercial Certificate of Occupancies, the filing of fire prevention inspection reports, and fire investigation reports. May



assist in answering phones and conducting officer inventory, May pick up inter-office mail and deliver mail within the City Hall complex, May accompany an inspector as an observer to familiarize themselves with the duties of a Fire Inspector's duties, and may perform any duty assigned by the Fire Marshal or his designee.

## **5. Police Department**

**Department Description:** The City of Long Branch Police Department is committed to providing a safe community and improving the quality of life for all people. We accomplish this by delivering quality police services and enforcing laws with equality and impartiality. In partnership with the community, we reduce crime through public education, prevention, and awareness. In meeting this objective, we demand of ourselves the highest professional standards and dedication to our core values: Professionalism, Respect, Integrity, Dedication & Excellence.

**Job Description:** While certainly no two days are the same at the City of Long Branch Police Department, a few examples of duties an intern can expect to be assigned include: Preparing parking signs, Posting signage, Preparing giveaways for City Events, Introduction to Special Officer Program, Assisting Officers at City/ Special Events and Other duties may be assigned.

## **6. The Senior Center**

**Department Description:** The Senior Center is the focal point dedicated to Long Branch residents 60 years of age and older. We are committed to providing Seniors with quality Programs and Opportunities to enable them to accomplish and meet their specific needs and goals. We offer Fitness/Exercise, Socialization/Recreation, Educational, Medical Screenings, Legal Services, Information/Assistance, and Culinary Programs. Our members are Active and Healthy. This is not a Day Care Center or an assisted living facility.

**Job Description:** Interns placed with the Senior Center can expect to: Act as the Receptionist for the Center, Answer Phones, Greet members and direct them to their Programs, Assist with filing Paperwork, Assist with Special Events and Daily Programs and other duties may be assigned by the Director.



## 7. Department of Public Works

**Department Description:** The Department of Public Works is the driving force behind the City of Long Branch's operations. Public Works is divided into the following divisions: Municipal Garage, Office of the Director, Parks Division, Public Facilities, Sanitation / Recycling Division, and Streets Division. Each division is responsible for the upkeep and operations of the City.

**Job Description:** An intern placed with the Department of Public Works can expect to fill a clerical role. Interns can expect to: Answer phones, file paperwork, Assist residents who come into the office looking for literature, recycle containers, etc.

## 8. Office of Administration

**Department Description:** The Office of Administration oversees every department and office across the city. Under the direction of the Mayor, the Office supervises all City departments. It's the Officer's duty to ensure that all city operations are running efficiently.

**Job Description:** The City of Long Branch Administration Intern will support the Businesses Administrator and Administrative Staff in the Office of Administration in a variety of areas including interacting with residents; helping with special projects; organizing and executing community events; creating advertising and promotional items; promoting event and city news; and so much more.

## 9. Office of the City Clerk

**Department Description:** The office of the Municipal Clerk is historical in its traditions, serving as a direct link between residents and their local government. So diverse are the duties of this office that the State legislation has defined the core duties of the Municipal Clerk as: Secretary to the Municipal Corporation, Secretary to the Governing Body, Administrative Officer for Licenses and Permits, Chief Administrative Officer in all Elections, Records Manager and Custodian of Record.

**Job Description:** An intern placed with the Office of the City Clerk can expect to do a wide range of clerical and administrative duties in a workday. The intern can expect to prepare meeting agendas, attend city meetings, coordinate city meetings, assist with publishing legal notices, assist with processing permits, registrations, and other documents, and other duties as may be assigned by the clerk.



## **10. Office of Information Technology (IT)**

**Department Description:** The City of Long Branch Information Technology

Department works with all the Departments and Divisions in the City to maintain all networks of computers, phones, copiers, servers, etc. We also assist with software issues, photo and video requests, social media campaigns, and new and evolving technologies.

**Job Description:** Intern responsibilities will change from day to day in the IT Department. Hours will be consistent, and interns will be expected to be on the clock 5 hours a day for 4 days a week. IT interns can expect to answer telephone calls in the office and guide users with Help Desk questions, Respond to general inquiries under the guidance of IT staff, assist with regular maintenance and troubleshooting of computers, servers, security cameras, digital signs, office phones, copiers, time clocks, parking meters, etc. Design and implement cybersecurity training exercises. Assist with website postings, digital photography, video editing, and maybe even some video production!

## **11. Payroll Office / Purchasing Office**

**Department Description:** The City of Long Branch's Payroll Office is responsible for the payroll records and the coordination of pay matters with city personnel. The Purchasing Office handles all purchases on behalf of the city, including Request for Qualifications and Request for Proposals.

**Job Description:** In the Payroll / Purchasing Offices, an intern will assist in daily and end-of-month filings, learn all basic payroll work, organize employee files, and learn to do medical billing in QuickBooks.



# CITY OF LONG BRANCH



## 2025 SUMMER YOUTH INTERNSHIP PROGRAM

### INTERNSHIP APPLICATION

Date of Application

\_\_\_\_/\_\_\_\_/\_\_\_\_

This is an application for the City of Long Branch's Summer Youth Internship Program. For more information, please visit: <https://www.longbranch.org/SYIP>

### Personal Information

----- \*REQUIRED INFORMATION

\*Full Name: \_\_\_\_\_

\*Preferred Name: \_\_\_\_\_

\*Address: \_\_\_\_\_

\*Date of Birth: \_\_\_\_\_

\*APT #: \_\_\_\_\_

\*Email: \_\_\_\_\_

\*City: \_\_\_\_\_

\*Phone: \_\_\_\_\_

\*State: \_\_\_\_\_

\*Zip Code: \_\_\_\_\_

### Educational Background

----- \*REQUIRED INFORMATION

\*Current School or Program: \_\_\_\_\_

\*Guidance Counselor: \_\_\_\_\_

\*Grade: \_\_\_\_\_

GPA: \_\_\_\_\_

Extracurricular Activities: \_\_\_\_\_

### Work History

-----

Company Name: \_\_\_\_\_

Location: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Title/Position: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

# CITY OF LONG BRANCH



## 2025 SUMMER YOUTH INTERNSHIP PROGRAM

### Personal Information

Are you related to, or do you know anyone currently employed with the City of Long Branch: Yes No

If yes, who? \_\_\_\_\_

Are you legally eligible for employment in the United States: Yes No

Are you willing to undergo a physical drug screening and background check: Yes No

Are you able to commit to 15 - 20 hours a week for a 6 week period: Yes No

### Department Interests

Please number each department by your desire to be placed with it. Example: 1 being the highest desire, with 11 being lowest desire

**\*\*\*Please note that successful applicants will be placed in the desire department if possible, but it can not be guaranteed.**

\_\_\_\_ Police Department

\_\_\_\_ Office of Community and Economic Development

\_\_\_\_ Fire Department / Fire Bureau

\_\_\_\_ Senior Center

\_\_\_\_ Recreation Department / Special Events

\_\_\_\_ Department of Public Works

\_\_\_\_ Arts & Cultural Center

\_\_\_\_ Office of Administration

\_\_\_\_ Office of Information Technology

\_\_\_\_ Office of the City Clerk

\_\_\_\_ Payroll / Purchasing

### Confirmation of Information

**I certify that the above information is correct and accurate to the best of my knowledge. I understand that I must also submit an up to date resume, transcript, and 1-2 letters of recommendation to be considered for this internship. I understand that completing this application does not guarantee employment.**

Print Name: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_

### ALL APPLICATIONS MUST BE EITHER:

- SUBMITTED IN PERSON to the Office of Administration, 344 Broadway (2nd floor), Long Branch, NJ 07740
- EMAILED to [internships@longbranch.org](mailto:internships@longbranch.org), with subject: ATTN: Internship Application

### Official Use Only

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Application #: \_\_\_\_\_