

## COUNTY EXECUTIVE SUMMER VOLUNTEER FELLOW PROGRAM

County Executive George Latimer's Summer Fellowship Program provides eligible high school and college students with the opportunity to gain 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 (and adopted) by the Westchester County Board of Legislators.

**County Executive George Latimer's Summer Fellowship Program will accept applications until April 29<sup>th</sup>. Accepted fellows will serve from June 5<sup>th</sup> to August 11<sup>th</sup>.**

Opportunities **are available for fellows outside of these dates**. Our office is willing to accept fellowship applications at any time of the year for service periods of between 3 and 5 months.

**The fellowship is unpaid**; as such, we are willing to work with interested candidates on scheduling in order to ensure the program is sustainable for those participating in it. Arrangements can be made to provide school credit, if applicable.

Our **fellowship program is a hybrid, offering in-person and remote options for participants**. Fellows will be expected to manage their schedule – in coordination with their peers – and will be given flexibility on scheduling and attendance so long as their assignments are completed in satisfactory quality.

Fellows will attend weekly meetings 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](mailto: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](mailto:ccrane@westchestergov.com).

***Complete the application below***

## VOLUNTEER FELLOW APPLICATION

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

### 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 know Google Drive? __Yes __No Do you know Microsoft Office? __Yes __No	Keyboarding skills? __Yes __No ____WPM		Do you have a car and can you drive to White Plains? __Yes ____No		
In addition to English, are you fluent in any other language? ____ Yes ____ No If yes, Specify _____:					
<b>Emergency Contact</b> Name (Last, First): _____ Email Address: _____ Phone Number: _____ Additional Notes: _____					

Where did you hear about this program/job?

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DATE: \_\_\_\_\_ APPLICANT'S SIGNATURE: \_\_\_\_\_

IF UNDER AGE 18, PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

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