



CITY OF DADE CITY

Summer Internship Program

Program Guide & Overview
Summer 2026 | 8 Weeks | Hourly Pay

Program Mission

The City of Dade City Summer Internship Program provides high school and college students with meaningful, hands on experience in local government operations. Interns gain real world skills, build professional networks, and develop a deeper understanding of how their community is served — while contributing directly to city initiatives.

Program At a Glance

Duration	8 weeks (June 8 – July 31, 2026)
Eligibility	High school students (ages 15–18) and currently enrolled college students
Hours	Monday–Friday, 8:00 AM – 4:00 PM (32 hrs/week)
Compensation	\$14.00/hr (high school) · \$15.00/hr (college) for city placements. Private business partners set their own rate (min. \$14.00/hr).
Placement Types	City government departments OR local private business partners (student's choice)
Positions Available	Approximately 15–20 interns across city departments and partner businesses
Application Opens	May 4, 2026
Application Deadline	May 26, 2026
Final Selections & Notifications	June 5, 2026
Candidate Interviews	May 27 – June 5, 2026 (all applicants interviewed before final selection and placement)
Program Start	June 8, 2026

Eligibility Requirements

High School Applicants

- Must be 15 years of age or older by June 8, 2026
- Currently enrolled in high school (rising 10th, 11th, or 12th grade preferred)
- Minimum 2.5 GPA (official or unofficial transcript required)
- Signed parental/guardian permission slip required
- Must be able to provide their own transportation

College Applicants

- Currently enrolled in an accredited college or university
- Minimum 2.5 GPA (unofficial transcript accepted)
- Must be 18 years of age or older
- Must be authorized to work in the United States

All Applicants

- Resident of Pasco County preferred (non-residents may apply)
- Pass a background screening (administered by the City)
- Demonstrate professional conduct, reliability, and enthusiasm for public service

Program Structure

The 8-week program is divided into two phases designed to maximize learning and impact:

Phase	Timeframe	Focus
Phase 1	Week 1	Orientation, city tours, department introductions, and goal-setting
Phase 2	Weeks 2–8	Hands-on departmental work, weekly professional development sessions (City interns), and mentor check-ins

Professional Development Series

Every Friday, interns hired directly by the City of Dade City participate in a 2-hour professional development session. Interns placed with outside business partners are welcome to participate at the City's invitation; however, participation is not guaranteed and is ultimately at the discretion of the employing business. Topics include:

- Resume writing and interview skills
- Networking and professional communication
- Local government 101: How a city operates

- Financial literacy and budgeting basics
- Leadership and teamwork in the workplace
- Public speaking and presentation skills
- Career pathways in public service
- Final week: Resume and interview skill-building (Week 1) and ongoing career development

Interview Process

All applicants who meet eligibility requirements will be invited to a brief interview before final selections and department placements are made. Interviews will be conducted by City staff and/or participating business partners between May 27 and June 5, 2026. Interviews may be held in person or by phone/video. Final selection decisions will consider the application, interview performance, department preferences, and available placements. All applicants will be notified of their status by June 5, 2026.

Mentorship

Each City intern is paired with a City of Dade City staff member who serves as their dedicated mentor throughout the program. Mentors meet with their intern(s) at minimum once per week to review progress, provide feedback, and offer guidance.

Completion Requirements & Certificate

To receive a Certificate of Completion and a positive letter of recommendation, interns must:

- Maintain a minimum 90% attendance record
- Complete all assigned tasks and departmental work
- Participate in at least 6 of 8 professional development sessions (City interns only; business partner interns participate at employer's discretion)
- Submit a final self-evaluation

Private Business Partner Track

In addition to City government placements, the program partners with local Dade City and Pasco County businesses to offer internships across a wide range of industries. Students who prefer private sector experience — or who have a specific career interest outside of government — can indicate their preferred industry on the application.

Available industries include healthcare, retail/hospitality, construction/trades, technology/media, nonprofit/social services, legal, agriculture, education, finance, and more. Students may also write in a specific field of interest.

Private business placements follow all program rules: the same 8-week schedule applies. All partner employers are vetted by the City and must pay at minimum Florida's minimum wage (\$14.00/hr) and meet program supervision standards.

Contact & Questions

City of Dade City

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