



City of Hamtramck

3401 Evaline Street Hamtramck, Michigan 48212

Telephone 313-800-5233

Community and Economic Development Summer Youth Program – Beautification

An Equal Opportunity Employer

Job Title: Summer Intern – Beautification (*must be age 14-24*)

Location: City of Hamtramck, based in City Hall

Duration: Summer 2025 (expected July 7 - August 15)

Funded by: Detroit Wayne Integrated Health Network (DWIHN)

The City of Hamtramck is seeking motivated and community-minded youth to participate in the **2025 Summer Youth Employment Program**, a paid summer internship designed to provide hands-on experience in local government and community development. Interns will be placed within the Community and Economic Development Department (CED), and work on projects related to the **Beautification**.

Interns will gain experience in environmental stewardship, community engagement, tree planting, beautification of public spaces and parks, and public awareness campaign management. They will also learn about city government and enhancements to quality of life within Hamtramck, particularly for senior residents.

This position is part of the Community and Economic Development Department (CED) in City Hall. Workdays are Tuesday – Friday, generally 9:00am-2:00pm (maximum of 20 hours per week). The expected start date is July 7, and the expected end date is August 15.

Job Description Summary

Under the general supervision of the Summer Youth Program Supervisor, the interns will perform a variety of duties, with many of the workdays being spent outdoors beautifying the city streets and parks. Interns will need to bring lunch, and a 30-minute lunch break will be provided. Once per week, interns will be provided lunch during a “Lunch and Learn” session with a City official.

Applicants should have a passion for helping communities and should be good at working with others.

Essential Duties and Responsibilities

- Participate in neighborhood, street, or park trash cleanups
- Create and implement a plan to protect newly planted trees during the Grow Hamtramck tree planting grant initiative
- Working with corporate volunteers at City volunteer events
- Establish an anti-littering campaign in collaboration with the Hamtramck Parks Conservancy

- Create maintenance plan for downtown planter boxes
- Assist senior and/or disabled residents with lawn care
- Organize and inventory program supplies and tools
- Planting and watering flowers and trees, as needed
- Clerical duties and data entry
- Other duties as assigned

What You Gain

- Hands-on experience in **environmental stewardship and public service**
- Experience with **teamwork, communication, project planning, and time management**
- A chance to use social media to create a **public beautification campaign**
- Opportunities to **build relationships with City officials and local leaders**
- Exposure to career paths in **public service, urban planning, environmental advocacy, and more**
- Contribute to **meaningful improvements in your community**

Knowledge, Skills, and abilities

- Age 14 – 24
- US Citizen
- Must be able to pass a drug test and background check
- Able to perform outdoor manual labor in varied weather conditions
- Able to lift and carry up to 30 pounds
- Able to bend, reach, and stretch
- Must be comfortable walking to destinations in Hamtramck
- Able to follow written or spoken instructions & work well with team members
- Willingness to engage with the public and work collaboratively

Compensation: \$18.00 per hour

Application Process

Download application at <https://hamtramck.us/> → Resources → Employment Opportunities. **Submit a completed application and resume to hr@hamtramckcity.gov and iallaway@hamtramckcity.gov.** You can also bring completed applications to the Community and Economic Development Department at 3401 Evaline, Hamtramck MI (located in the Mezzanine).

Application Deadline: May 23, 2025 (interviews conducted on a rolling basis)

The City of Hamtramck is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, height, marital or veteran status or the presence of medical conditions or disability. Michigan and Federal laws require employers to make accommodations to persons with a disability if the disability can be accommodated within certain guidelines, and the individual can perform the essential job duties with or without such accommodation. Persons with a disability may request an accommodation of their disability by notifying the City of Hamtramck City Manager's office in writing of the need for accommodation.

