



Douglas County BOC Countywide Internship Program

GENERAL:

The Douglas County Internship Program (DCIP) was created with you in mind. Douglas County is always interested in finding talented professionals who have the potential to meet our future employment needs. DCIP is designed to help recruit and attract exceptional scholars to a broad spectrum of occupations within county government. The program offers interns professional experiences and formal training opportunities that are tailored to meet their educational and professional goals and interests.

DCIP provides an opportunity for current high school and college students to earn valuable work experience and continue their education, train with people who manage the day-to-day business of county government, and combine their academic study with on-the-job training.

DCIP will provide each of its participants with the following:

- A broader perspective on how Douglas County government services its citizens as well as the State of Georgia.
- The opportunity to acquire and hone specific knowledge, skills and abilities required to pursue their professional goals and aspirations in public service.
- The opportunity for hands-on work experience in their field of study.
- Upon successful completion of the internship program, a stipend may be granted dependent upon county budgetary conditions.



Candidates for DCIP must meet the following prerequisites at the time of application:

- Must be a high school Junior or Senior or; enrolled in an accredited college or university and be in good academic standing (Be able to provide a copy of transcripts and a letter of verification from your academic institution showing proof of enrollment)or;
- Must have graduated from an accredited college or university within one calendar year of appointment (Must be able to provide proof of graduation.)
- Minimum Grade Point Average of 2.5
- Must be at least 16 years of age
- Must be eligible to work in the United States and must show proof of work eligibility.
- Must have a valid driver's license or state identification.
- Must be flexible to work, motivated to learn and work well in teams.
- Preference will be given to students with work experience in their field of academic study.

APPLICATION PROCEDURE:

Intern candidates must complete and submit to the Human Resources department, the Internship application as well as the following items:

- Cover Letter
- Resume
- Copy of all collegiate level Transcripts
- Letter of Recommendation from his/her academic advisor or sponsor from attending academic institution
- Candidates will be required to pass a drug screen, physical examination and criminal background check

WORK SCHEDULE & ASSIGNMENTS:

Each participant in the DCIP shall have an established regular work schedule and work assignments for the workweek or work cycle. The department head and the intern's immediate supervisor shall establish the intern's regular work schedule and work assignments with notification to the Human Resources Director.

Interns will be expected to work 20-28 hours per week, which may include evenings and/or weekends.

DCIP internship assignments will be limited to two full calendar years or four full academic semesters (not including summer semesters.)

INTERNSHIP REQUIREMENTS:

The Douglas County BOC will assist interns in learning as much as possible regarding county services and how those services relate to their chosen academic/professional field. Throughout this endeavor, DCIP will require the following of its internship candidates:

- Familiarize yourself with the procedures/guidelines for the internship program.
- Create goals and objectives for your internship.
- Conduct yourself in a professional manner.
- Be timely with all required written communications.
- Communicate effectively with your assigned supervisors.
- Seek opportunities to complement your work and educational experiences.
- Assist departmental staff with projects and assignments.
- Plan in advance for each area/project you are assigned to; ask questions if in doubt.
- Practice excellence in your work.
- Be flexible by working the times and dates assigned to you. You will have to work some evenings and weekends.
- Notify your supervisor in advance of any anticipated absence from work.
- Evaluate each program and meeting you attend and discuss your observations with your supervisor. Be willing to offer new ideas.
- Be appropriately dressed for all assignments.
- Be friendly, courteous and treat everyone in all circumstances with dignity and respect. You are a representative of the Douglas County BOC.
- Ask for advice from your supervisor or Internship Coordinator regarding any problems you cannot successfully solve yourself.
- Become involved in any opportunity presented to you.
- Show initiative and creativity. Offer ideas and suggestions on program improvements.
- Communicate openly, honestly and professionally with all people you come in contact with during your internship.
- When you have free time, use that time to learn more about the operations of your specific department as well as the overall operations of Douglas County.

We invite you to apply. Please visit our website at www.celebratedouglascounty.com for descriptions of the various county departments. These descriptions can help you determine your areas of interest and assist you in making an informed decision about which offices might fit your qualifications. Interns will be selected based on their application and demonstrated interest in public service.

Thank you for your interest in the Douglas County Internship Program. We look forward to hearing from you.

