

Internship Availability

Internship Position Descriptions

Board of County Commissioners
Research/Office Assistant
Legislative Intern

Facilities Management & Construction
AEC Intern

Geographic Information Systems
GIS Technician Intern

Health Department
Human Services Intern
Financial Compliance Administration Intern
Social Services Intern

Housing Division
Finance Reviewer
Director Assistant

Human Resources
Human Resources Analyst Intern
Health and Wellness Intern

Library Services
Library Computer Training Assistant
Library Services Specialist
Youth Services Librarian Assistant

Literacy Volunteers of Leon County
ESOL Specialist

Minority Business Enterprise (MBE)
MWSBE Intern

Office of Management and Budget (OMB)
Office of Management and Budget Volunteer Intern

Parks and Recreation
Parks and Recreation Specialist

Pre-Trial Release Program
Pre-Trial Release Specialist Assistant

Probation
Probation Officer Assistant

Public Defender's Office
Investigative Intern

Community Media Relations
Community Media Relations Intern
Graphics Design Intern

Public Works
Engineering Assistant

Second Judicial Circuit Court
Court Administration Intern

Solid Waste
Recycling Project Specialist

Tourist Development Council
Tourism Ambassador

Veteran Services
Veterans Parade Coordinator

Volunteer Center
Special Events - Marketing Intern

**Volunteer Coordinator Assistant
Web Developer**

Enrollment Process and Material

Internship Program contact:
Jeri Bush, Director
BushJ@leoncountyfl.gov
850.606.1970

When possible, [submit an application online by clicking here](#). In the text fields, indicate your interested positions.

You must email a resume to BushJ@leoncountyfl.gov to be considered.

Hard copies can be found at VolunteerLEON's office located at 918 Railroad Avenue, Tallahassee, FL 32310.

Internship Program Enrollment Form

When possible, [submit an application online by clicking here](#). In the text fields, indicate your interested positions.

Fill out online or fax to the office before your interview / orientation

Commitment Contract

Fill out during or after orientation with VolunteerLEON.

Office Contact and Process

You should expect to be contacted by the volunteer center for an interview within 5 to 7 business days after submitting your forms to the Volunteer Center. After the interview, your status will be decided.

- It is important to notify VolunteerLEON if you have not been contacted after 5 to 7 business days. Otherwise, the Volunteer Coordinator will not be aware that your status is still pending.

Mid-Term Evaluation

If all goes as planned, your internship should begin with the department you choose.

Three weeks after you have begun, the [Mid Term Evaluation](#) should be completed and turned in to the VolunteerLEON by fax to (850) 606-1970 or by mail to 918 Railroad Avenue, Tallahassee, FL 32310.

Concluding Evaluation and Time Records

The week before your internship is scheduled to end, the following forms must be completed and turned into the Volunteer Coordinator.

Intern Evaluation - This form provides us with feedback on each County Department. This is designed to help us improve or recognize internship supervisors.

Intern Hour Report - This should be filled out through the duration of your internship to provide accuracy.

INTERNSHIP PROGRAM - POLICIES AND PROCEDURES

POLICY

VolunteerLEON recognizes that interns/volunteers are essential to the productivity, efficiency, and cost-effectiveness of government and encourage and welcome individuals and groups who have the skill, talent, ability, and time to volunteer in County departments, divisions, and facilities.

- The administrator's office will be responsible for the direction of the volunteer program and its compliance with all laws pertaining to volunteers including the recruitment of volunteers and the evaluation of the volunteer program. Specific Authority: Florida Statute 125.9501-06.

PROCEDURES AND REQUIREMENTS

1. Interns will work within the rules set by the responsible administrator. Interns who do not adhere to the rules and procedures of the department or who fail to satisfactorily perform their volunteer assignment are subject to dismissal. However, no volunteer will be dismissed until the volunteer has an opportunity to discuss the reasons for possible dismissal with supervisory staff. Prior to dismissal of a volunteer, staff should seek the consultation and assistance of the Volunteer Director.
2. Interns may perform any task assigned by their supervisors and approved by the responsible administrators.
3. Interns will maintain strict confidentiality of any information to which they may have access within their volunteer job.
4. Interns are prohibited from using information or materials not generally available to the public and obtained by reason of their volunteer positions for the personal benefit of themselves or others.
5. A back screening will be required when the volunteer will participate in the same physical labor that requires a screening for regular employees.
6. Children under 13 years of age who wish to volunteer must be pre-approved by an administrator and must have adult supervision.

7. Interns will sign in and out in the Volunteer Log. A Volunteer Log will be maintained by all departments or facilities and will contain volunteer names, dates, hours of service, and tasks assigned. Interns will use only the space, equipment, and materials authorized during their assignment.
8. Interns will receive an I.D. card following 10 days of regular service.
9. Interns who are public officers/employees will not be permitted to voluntarily perform services which are the same as or are similar to their duties for which they are paid to perform by the same public agency.
10. Interns must read and agree to abide by the County's Substance Abuse Prevention Program, and in certain circumstances, they may be required to submit to drug screening prior to performing voluntary services.
11. Interns are eligible for workers' compensation in accordance with Chapter 440, Florida Statute.

RISK MANAGEMENT GUIDELINES FOR INTERNS

1. Interns must be trained for the jobs they will perform, including safety aspects.
2. When personal protection equipment is required for the position, the intern must either provide his own, or be properly equipped by the department, and trained in the use of the equipment prior to engaging in any such work.
3. Interns must not be knowingly exposed to any unnecessary danger or hazards in the workplace and must not perform any functions requiring a license or certification unless they have a current license or certification to do so.
4. Interns will be permitted to drive County vehicles and operate County equipment in accordance with guidelines and regulations as they apply to paid staff.

Internship Position Descriptions

Board of County Commissioners

Research/Office Assistant

Title:	Research/Office Assistant
Department:	Board of County Commissioners
Major Objectives:	To assist in administering the business, and responding to the concerns, of the citizens of Leon County.
Responsibilities:	Assist in reaching the objectives and goals of the office by providing assistance to the Commissioner's Aide in meeting the needs and responding to the concerns of the citizens of Leon County. Typical job responsibilities will include document analysis and synthesis; literature, telephone, internet, and personal contact research assignments; serve as project liaison as needed, and be involved in day-to-day details of office administration. NOTE: A special project can be assigned if needed for class credit.

Qualifications:	The student should have junior or senior student status in Urban and Regional Planning, Political Science, or Public Administration and possess good oral and written communication skills. Some computer skills are desirable. The student should be able to work independently and with others, follow directions, and be able to meet deadlines.
Time and Place:	Hours and days are flexible and will be worked out according to the student's academic schedule. Duties may be performed in the offices of the Board of County Commissioners or offsite as appropriate and possible.
Commitment:	Minimum commitment: one semester at 10 hours a week.

Legislative Intern

Title:	Legislative Intern
Department:	County Administration
Major Objectives:	<p>Assists the County Administrator's Office and other senior staff with the implementation of the 2012 State Legislative Program.</p> <p>Conducts research and analysis on key legislative issues that impact the County.</p> <p>Confers with County government staff, the Leon County Legislative Delegation, and external stakeholders.</p> <p>Prepares reports on key legislative and public information issues impacting Leon County, including the end of session final legislative report.</p> <p>Serves as a liaison with the County's state contract lobbyists, external agencies and officials, as directed by staff.</p> <p>Attends and participates in state legislative meetings, conferences, and events.</p> <p>Assists staff with the identification and monitoring of legislation.</p> <p>Performs other assigned legislative and public information special projects.</p>
Responsibilities:	<p>Exercises sound independent judgment, including the ability to interpret County policies and perform outreach to broad internal and external constituencies</p> <p>Work requires initiative and creativity to complete assignments independently</p> <p>Deadlines will be very important in this position</p> <p>The intern may be required to work on numerous projects simultaneously with other individuals, departments, and County staff to meet project deadlines</p> <p>Intern will be required to accomplish multiple tasks within set deadlines.</p>
Qualifications:	<p>Candidates must at least be a junior or senior pursuing a degree in Political Science, Public Administration, Business, or a related field. Graduate students pursuing an advanced degree in similar fields are preferred.</p> <p>Knowledge of the general operational practices of state and county government</p> <p>Skill in written and verbal communication</p> <p>Skill in data collection, analysis and computer efficiency, including Microsoft Office</p> <p>Ability to take on multiple tasks and meet set deadlines</p> <p>Ability to organize and present clear and concise oral and written reports</p> <p>Ability to identify, monitor, and timely report on and advocate for legislation or other issues that impact County Government</p>
Time and Place:	Work mainly indoors at a desk prior to session. During session, the Legislative Intern will be required to attend legislative meetings and events at the Capitol.
Commitment:	This is a part-time and unpaid Legislative Internship during the spring semester to coincide with the state legislative session (the County has the flexibility to provide a full-time internship, if needed, to meet academic requirements). The Legislative Intern assists the County Administrator's Office and key senior management staff with implementing the Board of County Commissioner's adopted 2012 State Legislative Program. The 60-day legislative session will begin on January 10, 2012, and is scheduled to conclude on March 9, 2012.

Facilities Management & Construction

AEC Intern

Title:	A/E/C Volunteer Assistants, Interns and Co-ops (in Architecture/Engineering/Building Construction/Construction Management)
Department:	Division of Facilities Management & Construction
Major Objectives:	<p>The Division of Facilities Management & Construction serves the citizens of Leon County and occupants of County facilities; through the provision of professional construction, operation and maintenance services; in order to provide clean, safe and fully-functional County facilities. In addition, to being the primary maintenance unit responsible for engineering and care of County building facilities; the program is also responsible for a current \$40 million construction CIP (capital improvement program element). Facilities Management is responsible for providing physical maintenance, operations and construction management within a network of the County's 84 buildings (consisting of well over 1 million square feet) and over 90 acres of grounds. The Division presently consists of 38 employees, and is organized into a director and three functional programs.</p> <p>The utilization of volunteers, student interns, and co-operative temporary employees, has been an ongoing strategy for several years and is in the process of being expanded to meet the current assigned workload. Involvement in daily operational activities and helping to achieve departmental goals will provide exposure and experience that comes from a fast paced professional office environment. Exposure is offered daily to work in close contact with professional engineers, architects, certified general contractors, highly skilled maintenance personnel, etc.</p>
Responsibilities:	<p>Internship assignments can be custom-tailored to suit the applicant's specific needs and interests, and will involve them in the day-to-day operations of the Division Facilities Management & Construction. Opportunities may involve volunteers, internships (paid or unpaid) or co-operative employment arrangements, as based upon the qualifications and availability of applicants, or current needs and budgeting of the Department. The following are some of the tasks available:</p> <ul style="list-style-type: none"> • performing computer support services (CAD, CAFM, CMM'S, etc.) • conducting facility survey, inspections, auditing and inventory management • providing construction administration support • leading project development design and reviews • attending meetings with County staff, architects, subcontractors • furnishing interior space planning, utilization and management studies • analysis of facilities layout, CAFM operation and CAD drawings • participation in facilities operations and management • estimating construction costs and project time schedules • review and approval of project invoices • project information management and retrieval • digitalization of plan metric records
Qualifications:	<p>Internship options are available to students currently enrolled in the final year of study in a qualified associate's degree program, or pursuing an applicable bachelor's degree program, and to holders of technical degrees enrolled in a current graduate level program in good standing. The preferred areas of study include, but may not be limited to civil, environmental, mechanical, electrical, industrial or construction engineering; additionally, study in other technical fields, such as architecture /interior design, building construction or construction management are highly encouraged to apply, as are women and minority candidates from any of these same fields.</p> <p>Knowledge of general scientific principles and practices; strong math skills; and familiarity with computers, CAD, spreadsheet and word processing programs, and internet research methods.</p>
Training/Preparation:	Students must have excellent interpersonal, telephone and computer skills, be task-oriented and able to follow direction.
Time and Place:	Hours of operation are M-F 7:30-4:30, with some work on evening and weekends available. Division of Facilities Management & Construction 1907 South Monroe Street Tallahassee, FL 32301
Commitment:	Commitment can vary from a minimum of 10-30 hours a week for only one semester, to a comprehensive co-operative employment arrangement which spans multiple semesters and years, and potentially lasts throughout and is worked in close conjunction with the entire academic experience derived from participating institutions of higher learning consisting of alternating periods of full-time work and school is scheduled between the student, employer and academic institution.

Geographic Information Systems

GIS Technician Intern

Title:	GIS Technician Intern
Department:	MIS/GIS
Major Objectives:	The Tallahassee-Leon County GIS provides internet-based mapping for the citizens as well as the employees of Leon County Board of County Commissioners, City of Tallahassee, and The Leon County Property Appraisers Office. Additionally the TLCGIS department provides data, mapping products and analysis to the offices it serves as well as the public. The GIS Technician Intern would help support the functions of the department to meet the needs of our customers (Internal and External).
Responsibilities:	Provide customer support (via phone or walk-in) by assisting them with the TLCGIS web sites, creating maps, providing data products . This position also supports the needs of the other TLCGIS staff with regards to data entry, analysis and team support on larger projects where multiple staff are involved.
Qualifications:	Bachelor's degree in Geography, GIS classwork, or equivalent GIS experience with ESRI ArcGIS software. Good oral and written communication skills as well as good organizational, technical, creative, analytical, and interpersonal skills. Must be proficient with computers and most of the Microsoft Office software.
Time and Place:	Duties will generally take place in the Central GIS section in the Leon County Courthouse, with the possibility of working with GIS staff housed at satellite offices
Commitment:	To be determined.

Health Department

Human Services Intern

Title:	Human Services Intern
Department:	Human Services and Community Partnerships
Major Objectives:	The Office of Human Services and Community Partnerships provide a wide range of services to the Leon County community. Programs specifically in the Human Services Programs include, the Direct Emergency Assistance Program (DEAP), Community Health Services Partnership (CHSP), State Mandates, including Medicaid Share of Cost, Indigent Burials, and Healthcare Responsibility Act. The Human Services Intern will assist the Human Services Analyst in various capacities, including research/analysis; administration of funding for rent and utility assistance; assist with the development and implementation of the programs; and other special projects as assigned.
Responsibilities:	<ul style="list-style-type: none"> • Assist with the development and implementation of the DEAP Food Card Program • Conduct research on social services trends and issues that affect Leon County residents • Provide analysis of data obtained through research • Prepare written materials based upon research in the form of reports and/or Board agenda items • Process Medicaid billing • Review and process application for rental and utility assistance • Assist with the review and revision of policies and procedures for various programs • Other general office duties, including filing and answering phones.

Qualifications:	Major in Social Work or Public Administration. Intern should be at Graduate Level or in Senior year of undergraduate work.
Commitment:	12 weeks or based on office and Intern needs.

Financial Compliance Administration Intern

Title:	Financial Compliance Administration Intern
Department:	Health and Human Services
Major Objectives:	Health & Human Services promotes and maintains the health, safety, and welfare of all Leon County citizens. The Financial Compliance Intern position is a very detail-oriented position which will assist the Financial Compliance Administrator with research, analysis, and financial tracking of the Department's budget and other funding sources, including grants.
Responsibilities:	<ul style="list-style-type: none"> • Assisting the Financial Compliance Administrator with tracking and analysis of funding sources to ensure compliance with state and federal regulations. • Data entry into detailed spreadsheets for tracking purposes • Prepare written materials based on research in the form of reports and/or Board agenda items. • Prepare documents for the Financial Compliance Administrator's signature. • Maintaining financial files for various funding sources
Qualifications:	Major in Business Administration or Public Administration, in at least Junior or Senior year of undergraduate work. Strong experience with Microsoft Excel spreadsheets.
Commitment:	12 weeks minimum at 10 hours per week

Social Services Intern

Title:	Social Services Intern
Department:	Health and Human Services
Major Objectives:	The Health and Human Services Department provides a wide range of services to the community. Programs specifically in the Human Services Division include, primary healthcare for uninsured/indigent citizens, State Mandates, including Medicaid Share of Cost, Indigent Burials, and Healthcare Responsibility Act. The Social Services Intern will assist the Human Services Analyst in various capacities, including research/analysis; coordination of Community Health Coordinating Committee; administration of funding for rent and utility assistance; assist with the development and implementation of the Medicaid Substance Abuse Program; and other special projects as assigned by the Director of Health & Human Services.
Responsibilities	<ul style="list-style-type: none"> • Conduct research on healthcare trends and issues, and community health collaboration initiatives • Prepare written materials based upon research in the form of reports and/or Board agenda items • Provide analysis of data obtained through research • Assist with identifying external funding sources, i.e. grants, to leverage funding of the Primary Healthcare Program

	<ul style="list-style-type: none"> • Assist with Healthcare Advisory Board meeting preparation, including agenda packets and room set-up • Assist with the review and revision of policies and procedures for the Direct Emergency Assistance Program • Process Medicaid billing • Maintenance of the Primary Healthcare Utilization Reports • Other general office duties, including filing and answering phones.
Qualifications:	Major in health related field (e.g., Public Health, Healthcare Management/Administration or Nursing), Social Work, or Public Administration. Intern should be at Graduate Level or in Senior year of undergraduate work.
Commitment:	12 weeks at 10 hours per week

Housing Division

Finance Reviewer

Title:	Finance Reviewer
Department:	Housing
Major Objectives:	To administer and review housing assistance documentation.
Responsibilities	<ul style="list-style-type: none"> • Data entry into detailed spreadsheets for tracking purposes • Prepare written materials based on research in the form of reports and/or Board agenda items. • Maintaining financial files for various funding sources
Qualifications:	Major in Finance or Economics
Commitment:	12 weeks minimum at 10 hours per week

Director Assistant

Title:	Director Assistant
Department:	Housing
Major Objectives:	To assist and facilitate in all business associated with the Housing Department. Keep records. Maintain email.
Responsibilities	<ul style="list-style-type: none"> • Reviewing and answering request • Taking detailed messages • Sitting on grant and finance review / distribution • Working with committees

Qualifications:	Major in Finance or Economics or Business or Public Administration
Commitment:	12 weeks minimum at 10 hours per week

Human Resources

Human Resources Analyst Intern

Title:	Human Resources Analyst Intern
Department:	Human Resources
Major Objectives:	<p>The purpose of the Human Resources Division is to provide recruitment, employment, benefits, training, employee relations, compensation, workplace safety and regulatory compliance services to attract and retain a highly talented, committed and diverse Leon County workforce.</p> <p>An intern in the Human Resources Division would assist in collecting data, completing surveys, evaluations, analyses and reports related to various functions in Human Resources. Occasionally, the person may assist with meetings or training events.</p>
Responsibilities:	<p>The tasks may vary depending on the projects being executed at any given time. Generally tasks include:</p> <ul style="list-style-type: none"> • Collect (phone, written, other) and input data • Check data for accuracy. • Analyze data using simple measures such as number of, percentages, and averages. • With direction, prepare and disseminate reports of evaluations or studies performed. • Occasionally, assist staff in organizing and conducting meetings or training events.
Qualifications:	<ul style="list-style-type: none"> • Must be a junior or above. May be undergraduate or graduate student. • Should have some experience using electronic spreadsheets. Excel experience preferred. • Should have basic knowledge of measures of central tendency (averages, means, percentages) • Must have basic word processing skills. Microsoft Word preferred. • Must be self-directed- able to perform ongoing tasks with limited daily supervision.
Time and Place:	<p>Interns may work any time, 8:00 a.m. – 5:00 p.m. Monday – Friday for up to 20 hours per week. Most work will be performed in the Human Resources Office.</p>
Commitment:	<p>Interns should make a commitment to work for at least one semester for a minimum of 10 hours per week.</p>
Availability:	<p>Positions will be available for the fall and winter semesters- NOT for the summer.</p>
Benefits:	<p>The position will build upon the skills of the intern. Generally, the intern will learn:</p> <ul style="list-style-type: none"> • The daily functions of a human resources office. • How to analyze human resources data. • How to produce customer-friendly reports. • How to produce a professional reports or analyses.

Health and Wellness Intern

Title:	Health and Wellness Intern
Department:	Human Resources
Major Objectives:	To assist in administering the business, and responding to the concerns, of the citizens of Leon County.
Responsibilities:	<ul style="list-style-type: none"> • Assisting with developing current and future health programs for Leon County Government • Acting as a liaison between Wellness Program employee advisory workgroup and outside vendors, wellness experts, etc. • Developing, directing and implementing public relations and communication strategies to support program goals and increase community awareness of program • Working in unison with the Human Resources and/or its benefits coordinator • Facilitating Health and Wellness Committee meetings and documenting short-term and long-term progress on its goals • Organizing events or friendly competitions to improve fitness and physical health through structured programs and goal achievement. This may require the cooperation of local health organizations and hospitals to assist in the testing and screening of community members. <p>The position may involve:</p> <ul style="list-style-type: none"> • Research and analysis in order to develop several general plans of action aimed at improving or alleviating important health issues and justifying costs associated with the proposed programs. • Preparing budgets, compiling reports, maintaining accurate files and records, coordinating resources and administering programs minimum bachelor's degree with two years counseling or health education experience.
Qualifications:	<ul style="list-style-type: none"> • Sports Management, Exercise Science, Nutrition/Dietetics, Athletic Training or similar majors preferred, but we are mostly looking for professional individuals who are willing to work and go the extra mile. • Prefer candidates with a bachelor's degree and/or two years health education experience and who have worked in a health care environment. • Prefer someone with knowledge of population health, community health and worksite employee wellness plans; experience managing projects, including developing timelines and facilitating meetings; and ability to understand, and use the findings of, journal articles on effective Company Health and Wellness Program Procedures • Punctuality, professionalism and willingness to learn and contribute
Time and Place:	Hours vary. On certain occasions, position may require intern to work on weekends. Minimum of 20 hours/week.
Commitment:	One academic semester, but preference will be given to those who can commit to two consecutive semesters.

Library Services

Library Computer Training Assistant

Title:	Library Computer Training Assistant
Department:	Adult Services / Reference
Major Objectives:	To help educate patrons in basic computing needs / services. Classes are held every Thursday.

Responsibilities:	To assist in teaching classes on computer skills for the public and staff. To assist Technology Trainer with computer class administration. To help develop computer classes on basic computer skills and library resources. To assist patrons one-on-one as needed and by appointment. To recognize the proper level of assistance to render in each case to ensure that the patron can then carry on by themselves. To become aware of various troubleshooting situations which occur with databases, applications and equipment.
Qualifications:	Good fundamental understanding of the basics of microcomputers and their peripherals. Versatility with microcomputers. Ability to use a variety of software applications. Proficient with library online database searching, word processing, spreadsheet and desk-top publishing applications, etc. Familiarity with the World Wide Web, browsing and search is helpful for working in some library locations.
Training/Preparation:	Trained by staff on protocol, procedures, and hardware, software documentation. The intern will begin patron assistance as soon as the supervisor or section designate feels s/he is ready.
Commitment:	Minimum of 10 hours a week for one full academic semester.

Library Services Specialist

Title:	Library Services Specialist
Department:	Collections Management
Major Objectives:	This department is responsible for ordering, receiving, cataloging, and processing incoming materials for the Library System. The Intern's role will be to assist in the above mentioned areas.
Responsibilities:	Cataloging - checking DRA , LCMARC and OCLC for holdings, perform copy cataloging, adding item records to the DRA system; database maintenance: detailing OCLC records as needed and performing clean-up on existing records.
Qualifications:	Graduate Student. Basic cataloging knowledge, such as Dewey, MARC, etc.
Time and Place:	Monday - Thursday, any time between 10:00 a.m. and 9:00 p.m. Friday, any time between 10:00 a.m. and 5:00 p.m. Collection Management, 3rd floor
Commitment:	Minimum of 10 hours a week for one full academic semester

Youth Services Librarian Assistant

Title:	Youth Services Librarian Assistant
Department:	Library - Youth Services
Major Objectives:	Provide assistance to patrons over the telephone and in person at the Youth Services desk.
Responsibilities:	To be at the Youth Services desk as scheduled, to follow library policies and procedures.
Qualifications:	Must be familiar with reference interviewing, must be familiar with computers and database searching including the Internet, must be customer-service oriented, must be able to follow directions and ask for help from coworkers when unable to assist a patron. Must be graduate student currently enrolled in library science courses or have a degree.
Training/Preparation:	Library and computer background is helpful. Will be trained by Youth Services staff. If desired, intern may be trained in presenting story times and other programs as well as collection development and other department projects.

Time and Place:	To be determined by mutual agreement.
Commitment:	At least 10 hours per week; for at least one semester.

Literacy Volunteers of Leon County

ESOL Specialist

Title:	ESOL Specialist
Department:	Literacy Volunteers of Leon County
Major Objectives:	Assist the ESOL Program Coordinator in assessment and reassessment of students. Plan and organize special education events for students. Participate in tutor training workshop. Develop ideas for student involvement and assist students in independent study.
Responsibilities:	The intern will be responsible to plan educational events for the students, assist students in independent study and assist the Program Coordinator.
Qualifications:	The candidate must be able to work independently and be able to work with people from diverse backgrounds and with little or no English skills. Background in Education, TESOL, Psychology, and Social Work are desirable.
Training/Preparation:	The candidate will receive an orientation to the program and will be familiarized with materials that the students currently use.
Time and Place:	Literacy Volunteers Resource Room located in LeRoy Collins Leon County Library.
Commitment:	An academic semester.

Minority Business Enterprise (MBE)

MWSBE Intern

Title:	MWSBE Intern
Department:	Office of Economic Development and Business Partnerships
Major Objectives:	The goal of the Minority, Women and Small Business Enterprise (MWSBE) Division is to provide minority, women and small businesses with a means of participation in Leon County's procurement process for the purpose of achieving economic parity among all Leon County vendors. The purpose of the MWSBE Division is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority, women and small business enterprises in a competitive environment.
Responsibilities:	The MWSBE Intern must be able to exercise independent judgment, including the ability to perform outreach to internal and external constituencies; prepare and maintain required documentation for certification applications in accordance with County policies and procedures; organize, coordinate, and follow through on assignments; ability to conduct oneself in a professional manner; and carry out the day-to-day operations of the MWSBE Division. The intern must be able to relate and interact with the public on a regular basis.
Qualifications:	Some public speaking ability; experience in event planning; a concept of how to formulate reports. Spreadsheet (Excel) and word processing experience (Word & WordPerfect).

Time and Place:	There are some times when special events take place after 5:00 p.m., the primary time of need would be afternoons of specific full alternating days.
Commitment:	12 to 15 hours per week, per semester. All semesters available.

Office of Management and Budget (OMB)

Office of Management and Budget Volunteer Intern

Title:	Office of Management and Budget Volunteer Intern
Department:	Office of Management and Budget
Major Objectives:	<p>The goal of the Office of Management and Budget is to continuously enhance the quality of County services by optimizing the use of County financial resources through the effective provision of planning, policy analysis, budget development, budget implementation, and program evaluation services to benefit citizens, elected officials, and staff.</p> <p>The OMB intern must be able to exercise sound independent judgment, including the ability to interpret County policies and perform outreach to broad internal and external constituencies. Work requires initiative and creativity to complete assignments independently. Deadlines will be very important in this position. The intern may be required to work on numerous projects simultaneously with other individuals, departments, and County staff to meet project deadlines. The intern will be required to accomplish numerous tasks within deadline constraints.</p>
Responsibilities:	Assists the Budget Director and Budget staff with duties assigned to the Office of Management and Budget. Prepares budget documents, research reports, analyses, and memorandum on key issues and special projects as assigned. Conducts in depth analysis of revenues and expenditures related to department budgeting.
Qualifications:	<ul style="list-style-type: none"> • Strong written and verbal communication skills. • Experienced with data collection, data analysis and research. • Efficient with computer programs specifically Microsoft Office Programs (Excel, Word, PowerPoint) • Ability to take on multiple tasks and meet set deadlines. • Ability to organize and present clear and concise oral and written reports. • Must be in good standing at the attending local university
Time and Place:	OMB is willing to accommodate the schedule of the student volunteer with a minimum of 10 hours a week and a maximum of 25 hours a week (Monday through Friday).
Commitment:	The minimum commitment for a volunteer internship is one semester.

Parks and Recreation

Parks and Recreation Specialist

Title:	Parks and Recreation Specialist
Department:	Parks and Recreation
Major Objectives:	To assist the Parks and Recreation staff in the planning, promotion, organization, implementation and evaluation of Parks and Recreation services and facilities.
Responsibilities:	To research and identify community resources valuable to the formation of a rural recreation program. To maintain contact with volunteers and community organizations to monitor programming efforts. To assist in the development of procedures relating to the establishment of youth sports leagues; to administer youth sports leagues and assist with county-wide special events as necessary; and to develop specifications for equipment and materials as necessary. To assist in the development of a program brochure detailing Parks and Recreation services available to the public, and to review and evaluate plans for future Parks and Recreation facilities.
Qualifications:	Leisure Services or Physical Education majors who have completed their sophomore year are preferred.
Training/Preparation:	Intern should be familiar with the principles of Parks and Recreation management or have some previous experience working in a Parks and/or Recreation program.
Time and Place:	Available hours are Monday through Friday, between 8:00 a.m. and 5:00 p.m. Some weekend and evening hours may be required. Individual schedules will be arranged with the intern. Minimum commitment of 20 hours per week during an academic semester.

Pre-Trial Release Program

Pre-Trial Release Specialist Assistant

Title:	Pre-Trial Release Specialist Assistant Intern
Department:	Division of Probation, Supervised Pre-Trial Release Program
Major Objectives:	Leon County's Supervised Pre-Trial Release Program is a court ordered term of community supervision for defendants conditionally released under specified conditions pending the disposition of criminal charges currently before the Court. The defendant is expected to abide by all conditions ordered by the Court and the SPTR Program. The program aids in reducing jail over-crowding and provides an opportunity for the defendant to return to the community and family, to work and assist in the preparation of their case. Interns will assist Pre-Trial Release Specialist/ Case Worker with supervision of court ordered conditions for defendants released from Leon County Jail during the pendency of their Misdemeanor, Traffic and/or Felony case.
Responsibilities:	Assisting Pre-Trial Release Specialist/Case Worker in the following: <ul style="list-style-type: none"> managing a caseload of adult defendants in compliance with their court ordered conditions of

	<p>release to include monitoring of alcohol and drug screening, monthly case management appointments, preparing and maintaining required documentation for case files in accordance with established procedures;</p> <ul style="list-style-type: none"> • maintaining liaison with drug testing agencies and treatment facilities, • maintaining liaison with State Attorney's Office, Public Defender's Office, private counsel, law enforcement officers, victims, and other parties. <p>Assisting Pre-Trial Technician with administrative duties to ensure proper documentation of court ordered releases and compliance with conditions of release.</p>
Qualifications:	College students with experience and/or interests in criminal justice, corrections, psychology, social work or related field.
Training/Preparation:	Students must have excellent interpersonal, telephone and computer skills, be task-oriented and able to follow direction.
Time and Place:	All duties will be performed at the Supervised Pre-Trial Release office Monday through Friday between the hours of 8am to 5pm. 501 Appleyard Dr. Tallahassee, Florida 32304
Commitment:	Intern must be willing to commit to 20 hours per week for the duration of the internship period. The internship period should be no less than 16 weeks.

Probation

Probation Officer Assistant

Title:	Probation Officer Assistant
Department:	Probation Division
Major Objectives:	To perform specialized, responsible, professional probation work, assisting the supervision of a caseload of misdemeanor and traffic offenders on probationary status.
Responsibilities:	Assisting the Probation Officer in the following: managing a caseload of adult offenders in their compliance with court-ordered obligations, including payment fees, fines and restitution, and participation in community work, treatment, or screening programs; maintaining liaison with treatment agencies and community referrals sources for appropriate affidavits, summonses and warrants needed for sentencing and violation of probation proceedings; maintaining liaison with State Attorney, Public Defender, law enforcement officers, private counsel, victims, and other parties involved; preparing and maintaining required documentation for case files in accordance with established procedures; monitoring client compliance with probation obligations; representing Division at Criminal and Traffic arraignments, docket sounding and plea dispositions.
Qualifications:	College students with experience and/or interests in criminal justice, corrections, psychology, social work or related field.

Training/Preparation:	Volunteer work performed in an office setting with same or similar duties as listed above. On-the-job training is provided.
Commitment:	All semesters available. Must be willing to commit 20 hours per week for the duration of the internship period. Must be dependable, prompt, and professionally dressed, and enjoy working with people from varied socio-economic backgrounds. No field work required.

Public Defender's Office

Investigative Intern

Title:	Investigative Intern
Department:	Public Defender's Office
Major Objectives:	To provide defendants with high-quality legal representation and a fair trial.
Responsibilities:	One of the main responsibilities of the person in this position will be conducting intake interviews of defendants. This includes questioning the defendants about their past history and listening to their stories about the incidents with which they are charged. These interviews will either be completed in the Public Defender's Office or at the jail. Other responsibilities include interviewing witnesses and victims. The intern will accompany investigators on investigations and perform such duties as filming, taking crime scene pictures and gathering evidence. The intern may also deliver subpoenas to government agencies. The intern may view trials, court proceedings and depositions.
Qualifications:	Having a vehicle is helpful because the investigative intern will often be required to drive to the jail or to deliver subpoenas.
Training/Preparation:	College students with a pre-law or criminology background preferred.
Commitment:	15-20 hours per week for one full academic semester.

Community Media Relations

Community Media Relations Intern

Title:	Community Media Relations Intern
Department:	Community Media Relations
Major Objectives:	CMR is responsible for public information and education, communications strategy and message development, media and public relations, and the marketing of County programs and services. The office aims to develop and maintain a continuous positive image of Leon County government by fostering proactive and responsive communication with the public.
Responsibilities:	To assist with media relations and special events; draft news releases and media advisories to promote county activities; prepare news stories for

	publication for internal and/or external publications; some photography, design & page layout and general aid in carrying out the day-to-day operations of the CMR office.
Qualifications:	Prefer Public Relations, Journalism or Communications majors but mostly looking for students who are willing to work and go the extra mile. Punctuality, professionalism and willingness to learn and contribute are key.
Training/Preparation:	None listed
Commitment:	Monday through Friday, and on certain occasions, Saturday. Hours vary. Minimum of 20 hours/week.

Graphics Design Intern

Title:	Graphic Design Intern
Department:	Community Media Relations
Major Objectives:	<ul style="list-style-type: none"> • Work with design programs, such as Adobe CS5 to create artwork for the County's promotional materials and much more. • Interns will have the opportunity to photograph County events, employees and landmarks on a daily basis. • Help develop the County's photo website to share photos from special events and community activities.
Responsibilities:	<ul style="list-style-type: none"> • Assist Community and Media Relations and other senior staff with day-to-day operations. • Create promotional materials for external and/or internal distribution using Adobe CS5. • Attend County events as photographer or photographer's assistant. • Process and select photos from events; upload selected photos to the County's photo website. • Update the County's Information Channel that runs on Comcast Channel 16. • Prepare slideshows to be shown during County Commission Board Meetings.
Qualifications:	<ul style="list-style-type: none"> • Candidates must at least be a junior or senior pursuing a degree in Graphic Design, Photography, Communications, Art, or a related field. • Knowledge of the general operational practices of state and county government. • Basic knowledge of design principles; minimum entry-level design/art courses required. • Skill in Adobe InDesign, Photoshop, Illustrator, Bridge. • Working knowledge of Microsoft Powerpoint and Word. • General photography knowledge using a digital SLR camera. • Creative-minded individual who can think and act quickly on his or her feet. • Problem solving skills and ability to find solutions to design problems. • Ability to take on multiple tasks and meet set deadlines.

	<ul style="list-style-type: none"> • Ability to organize photos consistently by department and date.
Training/Preparation:	None listed
Commitment:	This is a part-time and unpaid Graphic Design internship to assist Public Information Officers in the Leon County Community and Media Relations.

Public Works

Engineering Assistant

Title:	Engineering Assistant
Department:	Public Works - Engineering Services Division
Major Objectives:	Public Works - Engineering Services supports the planning, design, construction, and maintenance of public infrastructure, such as county-maintained roads, stormwater systems, and parks. The Engineering Assistant would perform basic tasks such as researching data, organizing records, and preparing simple displays associated with division projects.
Responsibilities:	The volunteer will assist with the collection and analysis of basic engineering data (including site visits), summarizing traffic accident reports, researching property records, identifying property owners and mailing addresses within project areas, compile maintenance activity statistics, and complete draft permitting forms.
Qualifications:	Knowledge of general scientific principles and practices; strong math skills; and familiarity with computers, spreadsheet and word processing programs, and internet research methods.
Training/Preparation:	Graduate or undergraduate student with major course work in mathematics and science.
Commitment:	One academic semester/ Between 1 to 5 p.m., Monday through Thursday, at the Public Works Center, 2nd floor.

Second Judicial Circuit Court

Court Administration Intern

Title:	Court Administration Intern
Department:	Second Judicial Circuit - Office of Court Administration
Department Location:	Leon County Courthouse Office of Court Administration, Room 225 301 South Monroe Street Tallahassee, FL 32301
Major Objectives:	The Court Administrator's Office handles judicial support functions for the circuit under the direction of the chief judge. This office oversees program functions set up by the judiciary. The Second Judicial Circuit is administered by the chief judge. The chief judge is responsible to the chief justice of the Florida Supreme Court for the administration and supervision of the courts, judges, and officers of the courts within the judicial circuit. The chief judge is responsible for developing and implementing a plan for the efficient operation of the courts that provides for the prompt disposition of cases, assignment of judges and staff, control of dockets, regulation and use of courtrooms, and review of the status of inmates in local jails.

Responsibilities:	<ul style="list-style-type: none"> • Screen individuals seeking admission to the Judges Chambers to ensure security for the Judges and Judicial Assistants,; • Serve and provide assistance to the general public in person and by telephone with information regarding the 2nd Judicial Circuit and other areas within the courthouse; • Provide administrative back-up to the Judicial Assistants when needed or when they are absent; • Judicial Runner for our Judges and Judicial Assistants; • Provide clerical support and assist with data collection, entry and management.
Qualifications:	Ability to organize, coordinate, and follow through on assignments; ability to learn, understand, and apply the mission of the 2nd Judicial Circuit and the Office of Court Administration; ability to deal with the public in potentially stressful situations; ability to conduct oneself in a professional manner representative of the court; ability to conduct independent research or staff projects; and punctual & dependable.
Training/Preparation:	On-the-job training is provided.
Commitment:	10 to 20 hours per week for a full academic semester.
Intern Benefits	<p>Experience in the legal field;</p> <p>Direct contact with constitutional officers, law enforcement, attorneys, general public, etc.;</p> <p>Exposure to court processes, case procedures, and court and judicial management/administration.</p>

Solid Waste

Recycling Project Specialist

Title:	Recycling Project Specialist
Department:	Solid Waste
Major Objectives:	To disseminate, educate and inform the general public on recycling efforts in Leon County.
Responsibilities:	To perform special project assignments such as development of a quarterly recycling newsletter; to coordinate distribution of public education materials; to conduct a telephone survey on recycling of the commercial sector; and to conduct a survey of on-site customer satisfaction on the drop-off recycling program.
Qualifications:	Must have a genuine concern for the environment and be willing to learn about recycling. Good verbal communications, dependability, experience in marketing, and/or experience in business administration and/or creative writing are helpful.
Training/Preparation:	A two-hour training by the Leon County Recycling Office will be required for interns. Supervision of the volunteers will be the responsibility of Leon County Solid Waste Division/Recycling Office.
Commitment:	An academic semester for 10 hours a week.

Tourist Development Council

Tourism Ambassador

Title:	Tourism Ambassador
Department:	Tourism Development
Major Objectives:	The Tourism Development Department is charged with improving the Leon County economy and quality of life by growing the number of visitors to Leon County, their length of stay and expenditures.
Responsibilities:	Provide friendly, timely and accurate information about the Tallahassee area to both telephone and walk-in customers; direct other telephone calls to main number; assist with producing delegate packets for visiting meeting and conference groups; sell retail merchandise from Visitor Information Center gift shop.
Qualifications:	Knowledge of or willingness to learn about the Tallahassee area and its tourism product; commitment to providing quality customer service; outgoing and friendly personality; demonstration of passion for the Tallahassee area and its many attributes.
Training/Preparation:	None Listed
Commitment:	Hours can be flexible; Visitor Information Center is open at 106 East Jefferson Street from 8-5 daily and from 8-1 on Saturdays; and 8-1 Monday through Saturday at the airport.

Veteran Services

Veterans Parade Coordinator

Title:	Veterans Day Parade Coordinator
Department:	Health & Human Services--Veterans
Major Objectives:	To coordinate the Veterans Day parade to be held November 11, 2011, and to report on the conclusion of activities.
Responsibilities:	To assist with media relations
Qualifications:	Public Relations major.
Training/Preparation:	None Listed
Commitment:	One academic semester, all semesters are available

Volunteer Center

Special Events - Marketing Intern

Title:	Special Events/Marketing Intern
Department:	VolunteerLEON

Major Objectives:	To assist the Volunteer Services Coordinator in effectively marketing the Leon County Volunteer Center within Leon County and to assist in the planning and execution of the many and varied special events presented by VolunteerLEON each year. To assist in the sustainability and enhancement of VolunteerLEON, as well as foster the development of community partnerships.
Responsibilities:	Duties include, but are not limited to; creating and maintaining publicity for the Leon County Volunteer Center; assisting in the creation of press releases and following-up with the press and special events coordinator; Assisting in the creation and maintenance of website content; Assisting with the coordination of special events like the annual 'Street of Service' event in April; Providing public presentations to individuals, groups, community conferences, and other venues.
Qualifications:	<ul style="list-style-type: none"> • Strong Verbal and Written Communication Skills, • Ability to work independently and complete assigned tasks within identified timeframes, • Basic Desktop Publishing and Website Management skills (e.g.: Microsoft Publisher, FrontPage/ Photoshop, • etc.), • Positive attitude, flexibility and problem-solving mentality, • Willingness to provide public presentations in a variety of settings, • Desire to work in a social service setting with a wide range of individuals with diverse needs
Training/Preparation:	None Listed
Commitment:	10 – 15 hours per week for one academic semester

Volunteer Coordinator Assistant

Title:	Volunteer Coordinator Assistant
Department:	VolunteerLEON
Major Objectives:	To assist the Leon County Volunteer Center in marketing Volunteer Programs and fostering the development of community partnerships
Responsibilities:	Assist with the organization, development, implementation, and evaluation of programs and policies and procedures of VolunteerLEON's programs.
Qualifications:	Strong English, writing, and computer skills (especially Microsoft Office) and good organizational, technical, creative, analytical, and interpersonal skills.
Training/Preparation:	None Listed
Commitment:	One or more semesters; minimum of 10 hours per week.

Web Developer

Title:	Web Developer
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Department:	Volunteer Services (VolunteerLEON)
Major Objectives:	To increase Leon County Volunteer Services web presence and online exposure, primarily through updating and maintaining VolunteerLEON's website. Other duties include working with the Office of Human Services and Community Partnerships in marketing all the department's programs and divisions.
Responsibilities:	<ul style="list-style-type: none"> • Updating VolunteerLEON's website • Updating the Office of Human Services and Community Partnerships web content • Maintaining the HandsOn Connect Portal, Leon Cares • Working with nonprofits and community partners to host their volunteer opportunities on Leon Cares • Providing training for community partners on how to access and update their Leon Cares profile
Qualifications:	<ul style="list-style-type: none"> • Knowledge and Proficiency in basic web development language • Ability to creatively work within parameters of the over-arching look and feel of the County's web page • Attention to detail will be critical • Student should have experience in creating web pages from scratch
Time and Place:	In-office work to be completed at 918 Railroad Avenue. Not all internship hours need be completed in the office.
Commitment:	Minimum of 10 hours a week for one academic semester.

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