

VolunteerLEON Internships



INTERNSHIP EXPERIENCE COUNTS



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Leon County Volunteer Center

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VolunteerLEON.org



INTRODUCTION

- Expectations of supervisor
- Helping a department deliver services to the community
- Matching career path to useful experience
- Policies and procedures
- Reporting

INTERNSHIP EXPERIENCE COUNTS

- 1. Build a resume**
- 2. Experience and interview skills**
- 3. Higher experience / higher pay**

**The Challenging Job Market
Has Made It Essential For College Students
To Gain Real Work Experience
Prior To Graduation**

INTERNSHIP POSITION DISCRIPTION

EXAMPLE

Title: Office of Management and Budget Volunteer Intern

Department: Office of Management and Budget

Major Objectives:

Responsibilities:

Qualifications:

Time and Place:

Commitment:

* * * Notify your supervisor, if you feel your job duties aren't meeting your Job Description.

INTERVIEWING FOR AN INTERNSHIP

- Get specific and provide examples
- Declare what you want to learn / what projects you can take on
- Show knowledge about Leon County government
- Remember to send a thank you as follow up

REFERRAL PROCESS

- Prospective intern targets three potential sites
- Referral is sent within three to five business days to supervisor
- Supervisor contacts internship applicant within seven to ten business days for an on site interview
- Turnaround time after orientation: 14 to 21 business days

On-Site Training for Interns

Site supervisor for Leon County will perform the following after acceptance

- Staff Introduction
- Tour of work area
- **Sign-in Procedures** / mail box
- A contact if intern is unable to make scheduled shift
- Each intern will be issued a name badge with identification number.

ATTENDANCE

1 REASON INTERNS ARE DISMISSED

- Call ins with advanced notice are fine
- (Must call supervisor) not VolunteerLEON
- NCNS (No Call No Show)– Zero Tolerance

Volunteer Supervision

Termination Guidelines:

- Grounds for dismissal

Termination Procedure:

- The immediate supervisor of a volunteer has the authority to terminate a volunteer
- NCNS Zero Tolerance

Disciplinary Action:

- Verbal warning
- Written warning
- Suspension
- Termination



Leon County Volunteer Policies - Procedures - Requirements



A background screening will sometimes be required.

- **BACKGROUND RELEASE:**

National level 1 background release

May start service with pending **BR**

Process takes up to 10 business days

- Interns must read and agree to abide by the **County's Substance Abuse Prevention Program** and in certain circumstance they may be required to submit to a drug screening prior to performing voluntary.

Why Record Time ?

- To verify service
- Future employer call to verify internship
- Use for class credit
- Scholarship applications

E-Sign In Procedures

- Volunteer Online Sign In

- Volunteer arrives, finds the e-sign in short cut on computer



- Double click the desk top icon

- Input the Volunteer number (numbers may be posted by station)



Welcome. The Volunteer Information Center is where volunteers check-in and out. If you are ready to check-in or out and you have a volunteer PIN number, enter it here to get started.

If you are interested in becoming a volunteer please ask us about our volunteer opportunities!

Enter your volunteer PIN number

Enter your volunteer ID number using the keypad buttons, and then touch the Continue button.



E-Sign In Continued

- Confirm Identity

Is this Dorian Gray ?

Yes

No

- Click service area to record hours

Which assignment are you here to perform?

Touch the button for the assignment you have come to perform today.

Technology Desk Assistant [LeRoy Collins Public Library System\Tech Media]

Youth Corps [Volunteer Center\Volunteer Services]

Not sure

Cancel

E-Sign In Continued

- Volunteer the allotted time
- Volunteer prepares to leave, finds computer Volgistics shortcut
- Double click desktop icon
- Input volunteer number (numbers may be posted by station)
- Confirm identity
- Sign out of service

Dorian Gray
What would you like to do?

If you are arriving now, touch the "Sign-in" button to check-in. Touch the "Sign-out" button if you are leaving now.



Sign-out

Switch assignments

View my schedule

View my service

Exit

• **Volunteer Departs**

Risk Management Guidelines

- Interns must be trained for the jobs they will perform, including safety aspects.
- Personal protection equipment, If required for the position:
Must either provide his/her own or be properly equipped by the department, as well as trained in it's proper use prior to engaging in any such work.
- Interns must not knowingly be exposed to any unnecessary danger or hazards in the workplace and must not perform any functions required a license or certification unless they have a current license or certification to do so.

Risk Management Guidelines

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.
5. Workplace harassment will not be tolerated in the workplace or outside the workplace.
6. It's Leon County policy to provide a work environment that is reasonably safe.

Worker's Compensation

Interns are eligible for worker's compensation in
Accordance with Chapter 440 of the
Florida State Statute

- Contact Supervisor
- If injured full out injury report
- Compensation applies to special events and travel

Federal Law Governing Internships

- The employer that provides the training derives no immediate advantage from the activities of the trainees and on occasion his operations may actually be impeded.
- The employer and the trainees understand that the trainees are not entitled to wages for the time spent in training.

Thank You For Your Participation

In the VolunteerLEON Internship Program



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