

COUNTY EXECUTIVE VOLUNTEER INTERN PROGRAM

Application Deadline: September 28, 2018

County Executive George Latimer's Internship Program provides eligible high school students and college students a unique opportunity to gain valuable professional experience, build leadership skills, work closely with experienced staffers and learn about county government.

Specific responsibilities will vary by office. Overall, interns will be tasked with researching county-wide issues, drafting short memos and letters, attending and assessing community events and generally assisting with day-to-day operations. Interns will work directly with the County Executive's staff, and develop a more detailed understanding of government.

Internship opportunities are available in the following offices:

- Communications
- Community Affairs
- Operations
- Economic Development
- Constituent Services

The 2018 County Executive Summer Internship runs from October 8 to December 3. The internship is unpaid, and requires 3-5 days of work per week. Precise scheduling can be flexible to the needs or scheduling requirements of accepted students. (Arrangements can be made to provide school credit, if applicable).

Interns will be given an opportunity to meet with senior staff members and notable faces in County Government once a week in an informal setting. Free parking will be provided for interns who drive to White Plains, and all students will be issued with County IDs. Interns will be given a degree of flexibility in their duties, with the ability to work across multiple departments at the County Executive's Office.

To apply, please complete the two-page application below/attached and send it with a resume, cover letter, and writing sample (an article, assignment or post you have written) to Paula Nisbett at par3@westchestergov.com by September 28th. Please include "CE Intern" in your subject line.

Interns will be notified by October 7, 2018.

For more information contact Paula Nisbett at 914-995-3306 or par3@westchestergov.com.

Complete the application below

VOLUNTEER INTERN APPLICATION

Name: (Last, First, Middle)		Last 4 digits of Social Security Number
Mailing Address: Street		xxx / xx /
City, State, Zip Code		Telephone No.
Are you 18 years old or older? ___ Yes ___ No		Cell Phone
If not, what age: _____		Email Address:
Are you a Westchester County Resident? ___ Yes ___ No		

EDUCATION

	NAME & LOCATION	COURSE/MAJOR	TYPE OF DEGREE	DATES ATTENDED TO/FROM	DATE DEGREE RECEIVED OR EXPECTED
HIGH SCHOOL					
COLLEGE OR POST HIGH SCHOOL					
GRADUATE SCHOOL					
CERTIFICATES OR SPECIAL TRAINING					

VOLUNTEER/COMMUNITY SERVICE/EMPLOYMENT HISTORY (Up to last 5 years)

NAME & ADDRESS OF EMPLOYER	FROM MO./YR	TO MO./YR.	KIND OF WORK OR POSITION	SALARY	REASON FOR LEAVING
Do you have any computer skills? ___Yes ___No If yes, specify: _____		Keyboarding skills? ___Yes ___No ___WPM		Can you operate any other equipment? ___Yes ___No If yes, specify: _____	
In addition to English, are you fluent in any other language? ___ Yes ___ No If yes, Specify _____:					
Have you worked for Westchester County government before? ___ Yes ___ No					
Which Department: _____			Reason for leaving: _____		

Where did you hear about this program/job?

DATE: _____ APPLICANT'S SIGNATURE: _____

IF UNDER AGE 18, PARENT/GUARDIAN SIGNATURE: _____

Please return this application and send it with a resume, cover letter, and writing sample to Paula Nisbett at par3@westchestergov.com by **September 28th**. Please include "CE Intern" in your subject line.

George Latimer
County Executive

VOLUNTEER INSURANCE FORM

Name: _____
(Last) (First) (M.I.)

Address: _____

City/State/Zip _____

Telephone #: _____

E-mail address (optional): _____

Date of Birth: _____

Program Start Date: _____ Program End Date: _____

Work Location: _____

Description of duties: _____

Supervisor of Volunteer: _____
(Name, Title and Dept.)

Supervisor Telephone No.: _____

Forward to: Risk Management, Room 241 Michaelian Office Building

Revised 08/2010

