



Summer Internship Program
May 28, 2019 - August 9, 2019
Job Description

Department Name: Public Safety Training Center
Intern's Supervisor: Melva Henderson
Timesheet Approver: Melva Henderson
Assignment Location/Campus: Western Campus, 11000 Pleasant Valley Rd., Parma, OH
Job Category (Select up to 2): Legal/Public Safety/Criminal Justice
Number of Openings: 4 **Work Schedule/Hours:** Monday - Friday, 8:00 a.m. - 4:00 p.m.
Internship Duration: 5 Weeks
Internship Dates (Start/End): June 10, 2019 / July 19, 2019

Department Description: (e.g. mission statement, department responsibilities)

The Mission of the Youth Safety and Leadership Camp will provide an environment that fosters safety, leadership, and education through a career exploration experience. The camp will provide many opportunities that will enhance the lives of High School youth. The academy will positively influence the youth's personal growth, family, and community awareness. It is our purpose to expose our youth to a positive environment and teach them how to provide service and leadership to their community. .

Job Responsibilities: (e.g. functions and/or projects)

- Assist Youth Program Coordinator in facilitating the Government Summer Food Service Program.
- LPM will be expected to go through training and become familiar with duties and responsibilities associated with the program.
- Assist Youth Program Coordinator with the maintenance of the Youth Opportunities Unlimited (Y.O.U.) program. This includes but not limited to, monitoring attendance, gathering payroll information, monitoring student transportation needs.
- Attend all away field trips, providing necessary supervision.
- Assist with the coordination and leading the schedule and activities for the participants

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Demonstrated experience working with high school aged students
- At least 18 years of age
- Valid First Aid and CPR Certifications, or ability to obtain before the program begins

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Majoring in criminal justice
- Graduated from or enrolled in the police or fire academy