

Internship *Program*



Students are eligible to receive a letter of recommendation from the City Manager once the internship has been completed and a minimum of 50 hours have been met!

Open Positions

✓ Information Technology

✓ Public Information/Photography

✓ Parks and Recreation

Apply with your CV, Resume and Professional recommendation(s) to:



<https://www.cityofbrooksville.us/161/Employment>

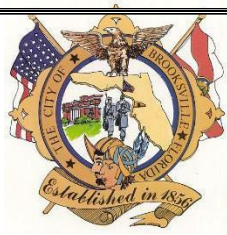


Questions?

Contact Human Resources:

kmartin@cityofbrooksville.us or 352.540.3810





CITY OF BROOKSVILLE

INTERNSHIP DESCRIPTION

POSITION TITLE: Intern
DEPARTMENT: Depends on position
DIVISION: Depends on position
SUPERVISED BY: Depends on position

INTERSHIP PROGRAM OVERVIEW:

Our internship program will allow you to combine your hard-earned book learning with necessary real world experience. The City of Brooksville offers one of the most hands-on programs designed to use every intern's talent and motivation. We offer a multitude of exciting opportunities for our interns, from the parks and recreation experience to behind the scenes and everything in between. Our internships are unpaid and generally require 5-10 hours/per week. The internship program is an excellent opportunity for students to gain invaluable experience in all aspects of city government. This program is designed to expose students to the various aspects of city government operations where they have the option of being assigned to one of the following departments:

- Parks and Recreation
 - Student interns will learn how to create and manage various recreation programs and special events. Interns will also participate in brainstorming meetings to develop the proper marketing mix for various programs and special events to increase participation.
- Public Information
 - Students will be given the opportunity to impact how we approach the web, social media, and email via a photography platform.
- Information Technology
 - Interns will work directly with our IT team learning how to resolve computer problems and assist with managing the city's technology inventory.

KNOWLEDGE, SKILLS AND ABILITIES:

Technical Competencies

- Basic computer competency
- Proficient in photography techniques, including lighting, audio/video editing

Professional Competencies

- Ability to communicate effectively with patrons, program participants, student and professional staff
- Ability to multitask

Physical Demands

- Repetitive wrist, hand, or finger movement (while operating computer equipment)
- Occasional bending, stooping
- Eye-hand coordination (keyboard typing)

MINIMUM REQUIREMENTS LISTED AS FOLLOWS:

PHYSICAL SKILLS: Use of both hands with majority of fingers in each hand. 20/40 vision (in at least one eye), and be able to hear and understand and verbally communicate in English at normal conversational levels in a typical governmental office (corrective devices acceptable). Occasional light lifting and/or carrying, bending, stooping, working, standing and pulling. Must be able to easily carry (20) lbs.

EDUCATION, TRAINING AND EXPERIENCE: *The requirements listed below are representative of the minimum education and/or hands-on experience necessary to perform each essential responsibility.*

- Displays excellent written and oral communication skills
- Proficient in photography techniques, including lighting, audio/video editing, graphic design
- Ability to provide photography and photo editing for social media and or website
- Ability to work a flexible schedule including evenings and weekends
- Ability to work both independently and as part of a team
- Basic knowledge of programs and services offered by City Recreation, I.T. or Photography
- Ability to prioritize and multitask in a fast-paced environment
- Work authorization required

LICENSES, CERTIFICATIONS OR REGISTRATIONS: None

NOTES:

Applicants under the age of 18 will be required to submit:

- Form Authorizing Background Screening and Release Form from legal guardian upon acceptance of internship.
- Waiver of Liability and Release Form.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

DRUG-FREE WORKPLACE: City of Brooksville is a drug-free workplace in accordance with Federal and Florida law.

VETERANS' PREFERENCE: Under Section 295.07, F.S., Chapter SSA-7, City of Brooksville provides to Veterans, that preference in appointment will be given to preference-eligible applicants.

<u>HR INFORMATION</u>	REVISION DATE: 03/2023
FLSA STATUS: Intern	
NUMBER OF POSITIONS: 3	
PAY GRADE: Unpaid - 50 hour assignment -	PAY RANGE: \$0.00/hr - \$0.00/hr