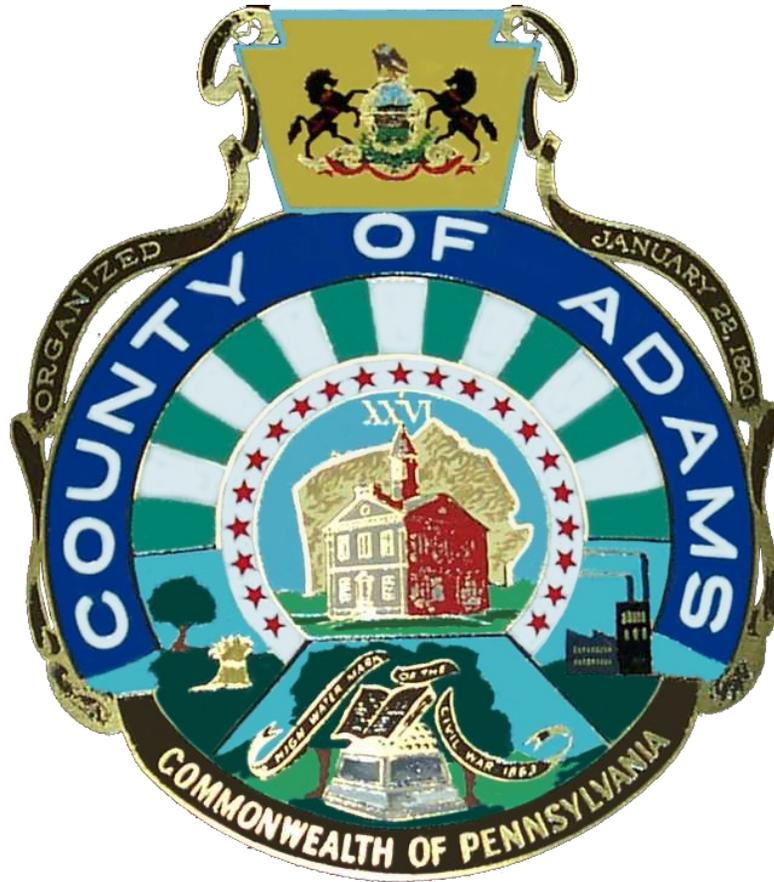


# County of Adams



## Intern and Volunteer Program

***Objective:*** *It is the policy of the County of Adams and the Court of Common Pleas (“County or Court”) to permit individuals to provide services for the County and Court in the role of a Volunteer or Intern. The County and Court will maintain equitable and consistent practices and treat individuals with respect and dignity who perform Volunteer or Intern services for the County or Court.*

**Volunteer (V):** Volunteers come from the community at large and are allowed to work in department based upon the decision of the Director or Elected Official on an unpaid and as needed basis. Volunteers are ineligible for all County sponsored benefits. Volunteers will not be considered an employee of the County or Court for any purpose.

**Intern (I):** Individuals who are also students who may or may not be receiving academic credit for a specific, limited period of work with the County/Courts through a formal program at their academic institution. Interns may be unpaid or paid employees, but are ineligible for all County sponsored benefits.

**Legal Intern:** Individuals who are students receiving academic credit for a specific, limited period of work with the County/Courts through a formal program at their academic institution. Legal Interns can also be students who are not receiving credits and are providing their time as a part of a personal effort to gain experience in the legal environment.

# The County of Adams Departments

**Adult Correctional Facility**

**Building & Maintenance**

**Children & Youth Services**

**Clerk of Courts**

**Commissioners**

**Conservation District**

**Controller**

**Cooperative Extension**

**Coroner**

**Court Administration**

**Court of Common Pleas**

**Criminal Justice Advisory Board**

**District Attorney**

**Domestic Relations**

**Elections & Voter Registration**

**Emergency Services**

**Finance & Purchasing**

**Human Resources**

**Information Technology**

**Land Conservancy**

**Law Library**

**Magisterial District Justices**

**Planning & Development**

**Probation Services**

**Protective Services**

**Prothonotary**

**Public Defender**

**Register & Recorder**

**Security**

**Sheriff**

**Solicitor**

**Tax Services**

**Treasurer**

**Veterans Affairs**

**Victim Affairs**

## Internship Procedures

- I. Complete and submit the Volunteer and Intern application to the Human Resources Department including a point of contact for the education or professional program he or she is attending and specifically define career field experience desired.
- II. A Department Director or Elected Official requesting a position must complete the volunteer or intern program description and submit it to the Human Resources Department. The program description will be approved by the Board of Commissioners, and either the director or Elected Official, or the Court, as appropriate.  
**Note:** Volunteers and interns will not be used for law enforcement or security roles, and shall not be involved in any related training.
- III. Upon approval of the program description, the director or elected official, in conjunction with the Human Resources Department, will interview the individual(s).
- IV. Upon selection and approval, the Human Resources Department will conduct the necessary screenings. Screening is necessary for any position in the County and Court; therefore the individual(s) will be required to sign the appropriate forms during the interview process.
- V. Prior to the start date of the services, the volunteer or intern and the director, Elected Official, or the Court will jointly complete a volunteer agreement along with signing the program description and a waiver and release of liability form.

## Reasons to complete an internship with the County of Adams

- ⇒ **A desire to develop skills**
- ⇒ **To gain experience**
- ⇒ **To explore a specific career field**
- ⇒ **To engage in social exchange**
- ⇒ **To contribute to the community**
- ⇒ **To provide charitable assistance**



## **Paid Internships**

The State Work-Study Program (SWSP) is a PHEAA-administered program made possible through funding from the General Assembly and with the cooperation of Pennsylvania postsecondary institutions and employers. The program is open to all PA students, as long as they meet the eligibility requirements.

Below is a link to the PHEAA website where you can learn more about the SWSP program. You can also access the application from this link.

<http://www.pheaa.org/funding-opportunities/work-study-employment/index.shtml>



### **Benefits of a Paid Internship:**

- ♦ Relevant field experience
- ♦ The possibility for academic credit from your institution
- ♦ An outgoing letter upon completion of the service/internship. This letter will describe the accomplishments of the individual and serve as a letter of reference for future opportunities.

### **Paid interns must:**

- 1) Complete the SWSP and return to the Human Resources department
- 2) Provide an educational point of contact and requirements if applicable
- 3) Provide a start and end date of the internship

# Testimonials

## **What do you hope to learn through your internship?**

“I’d really like to learn and find a job. You can make a lot of good contacts while working in this field.”

-Andrew Kale, Victim Witness/CJAB Intern

## **Besides the opportunity to receive academic credit, why did you choose to intern at County of Adams?**

“I have always had an interest in law and government, so this internship really was the best of both worlds. In my human resources class, we don’t spend a lot of time on the public sector, so I was very intrigued to see the similarities and differences. I was eager to apply my human resources academics toward the real work world.”

-Brynn Seidenstricker, Human Resources Intern

## **What advice do you have for future interns at the County of Adams?**

“Take this seriously, because this will lead you into your future career. If you aren’t enjoying what you do as an intern, it may be beneficial to look into another career path. Internships are a great way to test the waters before you are too far into your academic studies.”

-Chip Guise, Former IT Intern

## **What was your most beneficial experience while interning?**

“I got to see first hand as things happened, and I got to find out how each individual department falls into the big picture of local government.”

-William McClain, Former Commissioner’s Office Intern

## **How has your internship at County of Adams differed from other jobs you’ve held?**

“This feels like a true career job in comparison to the past. I could see this internship turning into a full-time job. I would definitely accept a position if offered after my time, as an intern, has ended.”

-Zachary Platts, IT Intern



**VOLUNTEER OR INTERN APPLICATION**  
County of Adams - Human Resources Department  
117 Baltimore St, Room 206, Gettysburg, PA 17325-2313  
Telephone (717) 337-9822 Fax (717) 334-4840  
[www.adamscounty.us](http://www.adamscounty.us)

Date Completed: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Alternative: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Position/Department or Services Desired:  
\_\_\_\_\_

Availability to Volunteer or Intern:  
Days of the Week \_\_\_\_\_  
Hours of the Week \_\_\_\_\_  
Frequency of Availability (i.e. daily, weekly, semi-monthly, monthly)  
\_\_\_\_\_

Hobbies, interests, skills, and past volunteer activities:  
\_\_\_\_\_  
\_\_\_\_\_

**Education**

	SCHOOL NAME	ADDRESS	NUMBER OF YEARS ATTENDED	MAJOR	DEGREE
HIGH					
COLLEGE					
GRADUATE					
OTHER					

List License, Certificate, and/or professional registrations. Include dates and numbers if applicable:

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If a school internship, the name and telephone number of a school contact concerning this internship:

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**Employment**

Please list current and previous Employers	Address & Telephone Number	Nature of Work	Employment Dates

**Work Related References**

Reference and Company Name	E-mail address and Telephone Number	Business Relationship	How Long Have You Known This Person?

Do you have relatives or cohabitants who are employed by the County of Adams?    ? Yes    ? No  
**If "yes", who?**

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Have you previously worked, volunteered, or interned for the County of Adams?    ? Yes    ? No  
**If "yes", please tell us at which location you were employed:**

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Have you ever been bonded? ? Yes ? No Rejected for a bond? ? Yes ? No

If "yes", on which job(s)? \_\_\_\_\_

Have you ever been convicted of a crime? "Crime" means all felonies and misdemeanors, including serious driving offenses, e.g. DWI/DUI and reckless driving, but does not include minor traffic offenses or other summary offenses.

? Yes ? No

If "yes", please give offense(s) for which convicted, date of conviction and jurisdiction. (Prior conviction will not automatically bar an applicant from volunteer or intern services with the County.)

\_\_\_\_\_  
\_\_\_\_\_

If applying for volunteer or intern services involving operation of a motor vehicle, do you hold a valid Driver's License?

? Yes ? No

**ALL VOLUNTEERS AND INTERNS MUST AGREE WITH THE FOLLOWING STATEMENTS AND SIGN BELOW**

I hereby certify that all questions are correctly answered. I authorize the County/Court to contact my former employers, references, and any other sources in order to verify facts and information furnished with regard to my character and qualifications. I further understand that the completion of this form does not guarantee a volunteer or intern position with the County/Court, or obligate the County/Court in any way. I further understand that any misleading or incorrect statement is cause for immediate dismissal.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



Image Source: <http://www.usgwarchives.org/maps/pa/county/>

Human Resources Team

Michele Miller, HR Director  
Danette Laughman, HR Specialist  
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Lisa Chilcoat, Administrative Assistant

Drafted: June 2013