



**Thank you for your interest in the VolunteerLEON-Leon County Volunteer Center Internship Program!**

Please return a copy of the below position description, a completed Leon County Internship Application, and a copy of your resume to the VolunteerLEON Internship Coordinator. The documents can be sent by mail, fax – (850) 606-1971, or email – [bidlingmaiera@leoncountyfl.gov](mailto:bidlingmaiera@leoncountyfl.gov). If you have any questions, please do not hesitate to call the VolunteerLEON office at 606-1970. We look forward to working with you soon and creating lasting internship relationship with you!

<b>POSITION TITLE</b>	
Veterans Day Parade Coordinator	
<b>DEPARTMENT</b>	<b>DEPARTMENT CONTACT</b>
Health & Human Services--Veterans	Dale Keen, Director
<b>DEPARTMENT ADDRESS</b>	<b>TELEPHONE AND FAX NUMBERS</b>
918 Railroad Avenue; Tallahassee, FL 32310	606-1940; FAX 606-1941
<b>DEPARTMENT CONTACT E-MAIL</b>	
keend@leoncountyfl.gov	
<b>MAJOR OBJECTIVES</b>	
<i>Give a brief statement as to what the main purpose of your department is and a general statement as to what the intern's role will be in helping to reach departmental objectives and goals.</i>	
To coordinate the Veterans Day parade to be held November 11, 2009, and to report on the conclusion of activities.	
<b>MAJOR RESPONSIBILITIES</b>	
<i>As specifically as possible, give a listing or description of what the intern's responsibilities will include while in your department.</i>	
To assist with media relations	
<b>QUALIFICATIONS</b>	
<i>Please specify the necessary qualifications that a student should have before entering your department as an intern. (i.e. upper-division status, particular major, etc.) This can also include any additional training and/or other preparation you would like the intern to have, aside from academics.</i>	
Public Relations major.	

**TIME AND PLACE**

*Please include the general hours and days of the week you would like for a student to work with your department and where the student will be performing his/her duties.*

**COMMITMENT**

*Please specify the minimum number of months you need from the intern, based on your investment in training and supervision. The Volunteer Center requires that interns commit to at least 10 hours a week for an academic semester. However, the department average is 16 hours a week.*

One academic semester, all semesters are available

**AVAILABILITY**

*Please list the semesters of availability for this internship position below.*

Any semester

**BENEFITS TO THE INTERN**

*Please list any benefits the intern could potentially receive from accepting this position (i.e. a new skill is learned, meeting new people, etc.) other than the standard benefits they all receive (free parking, etc.)*

**PLACEMENT OPPORTUNITIES**

How many interns can you accommodate in a particular semester?

\_\_\_\_\_1\_\_\_\_\_ Fall      \_\_\_\_\_1\_\_\_\_\_ Spring      \_\_\_\_\_ Summer

**AVAILABILITY**

Check the available semesters for this internship position

\_\_\_\_\_ Fall Only      \_\_\_\_\_ Spring Only      \_\_\_\_\_ Summer Only      \_\_\_\_\_ Any Semester