



County of Lake Internship Program

PROGRAM OVERVIEW

The County of Lake Internship Program offers high school students, college students, and recent graduates an opportunity to gain hands-on experience in various county departments and help with critical public services. Interns will work closely with department leaders and staff to develop practical skills while contributing to community projects and initiatives.

PROGRAM GOALS

- To provide students with practical work experience in a local government setting.
- To build awareness of how county government operates and serves the public.
- To help students develop skills that will prepare them for future employment in public administration, policy, or related fields.
- To create pathways for potential future employment within county government.

ELIGIBILITY

Interns must meet one of the eligibility requirements below:

- A student currently enrolled in a high school as a junior or senior.
- A student currently enrolled in a college or university program (undergraduate or graduate).
- A recent high school or college graduate (within 1 year of graduation).

REQUIREMENTS FOR INTERNS UNDER THE AGE OF 18

Interns under the age of 18 who have not graduated from high school are required to obtain and provide a valid work permit, regardless of whether the internship is paid or unpaid. This requirement is in accordance with applicable federal and state labor laws governing the employment of minors.

To ensure a safe and legally compliant internship experience, minors are strictly prohibited from participating in any work considered hazardous.

Restricted Internship Roles for Minors May Include the following:

- Operating or assisting with hoisting equipment such as cranes or lifts
- Using power-driven machinery
- Driving motor vehicles or serving as a driver's helper
- Employment as a public messenger
- Transporting people or goods by any means
- Working for public utility departments
- Participating in construction, demolition, or structural repair
- Performing maintenance or repair of buildings, machinery, or equipment

- Working in or around boiler or engine rooms
- Engaging in outside window washing, especially involving ladders, scaffolds, or working from windowsills
- Cooking, except in limited, supervised environments such as snack bars or lunch counters
- Loading or unloading materials from trucks, railcars, or conveyor systems

These restrictions are in place to ensure a safe, developmentally appropriate, and lawful internship experience for all minors. Supervisors are responsible for understanding and complying with these rules and should contact the Human Resources Department for further guidance on appropriate internship duties for minors.

RESPONSIBILITIES

Interns will be assigned a variety of tasks depending on the department they are placed in, which may include but are not limited to:

- Attending departmental meetings and taking notes.
- Assisting with research, data collection, and analysis.
- Preparing reports, presentations, and correspondence.
- Assisting with event planning and coordination.
- Engaging with the public via outreach efforts.
- Participating in special projects and initiatives.

DEPARTMENT AVAILABLE FOR INTERSHIP

Interns may be placed in any of the following departments, based on their specific academic curriculum:

- **Administrative/Human Resources** – General administrative support and projects as assigned.
- **Public Health** – Assist with community health initiatives, research, data collection, and awareness campaigns.
- **Parks and Recreation** – Help with event coordination, community outreach, and environmental sustainability programs.
- **Public Works** – Support in infrastructure planning, road maintenance projects, and environmental compliance.
- **Health and Human Services** – Work with staff on social programs, case management, and client outreach services.
- **Finance and Budget** – Learn the process of budgeting, financial reporting, and fiscal planning for local government operations.
- **District Attorney, Public Defender, or County Counsel** – Assist with legal research, document preparation, and support for county legal affairs.
- **Community Development** – Contribute to housing, zoning, and urban planning projects that affect local communities.
- **Emergency Services** – Gain experience in disaster preparedness, response coordination, and safety initiatives.

This list is not exhaustive; all departments are encouraged to submit internship requests as opportunities arise.

PAID INTERNSHIPS

Students applying for a paid internship must follow the extra help hiring process, which may include student enrollment verification, background check, work permit (if applicable) and pre-employment physical.

Compensation for interns appointed under the internship program will be based on the grade level and duties of the position to which they are assigned. Departments are required to obtain prior approval from Human Resources for all proposed intern compensation before the internship opportunity can be posted.

UNPAID INTERNSHIPS

Students applying for an unpaid internship must follow the volunteer process, which may include a volunteer agreement, background check, work permit and pre-employment physical.

PROGRAM DURATION

- Summer Internship: 10-12 weeks (June to August)
- Fall and Spring Internships: 8-10 weeks
- Or a negotiated time period to satisfy the interns' required hours. (If paid it would be limited to 900 hours in a fiscal year)