



Town of Moncks Corner Internship/Training Program

Program Overview

The Town of Moncks Corner's Internship Training Program (ITP) provides students with a meaningful training experience while working in a dynamic municipal government organization. The Internship Training Program exposes students to career opportunities in the specific or various departments within the municipality while developing and strengthening professional skills in an environment that enriches the academic experience. The ITP is intended to provide a learning experience and an extension of the classroom, where the students are considered trainees and may earn a certificate at the completion of the training.

Program Expectations

Interns will not be replacing current employees and are not employees of the Town of Moncks Corner. Interns will work under close supervision with current employees in the various program elements, providing a benefit to the intern.

- Interns should have no expectation or guarantee of employment upon completion of the training with the Town of Moncks Corner.
- Interns are restricted from driving Town vehicles under any circumstances.
- Interns will be responsible for their own transportation to worksites.
- Interns will be expected to operate various equipment and tools that are required for completing tasks pertinent to the hands-on training nature of the program. An intern's physical inability to operate some various equipment and tools will not limit his participation in the program.

The Town of Moncks Corner ITP recognizes that routine operations may be hindered as a result of an intern's availability as a result of his other academic requirements and/or potentially limited scheduling and/or the interruption resulting from any time dedicated to training the intern. The ITP is committed to offer the training opportunity when reasonable obstacles can be overcome.

Program Eligibility

The program is limited to college students who are required to complete an internship pursuant to their degree requirements necessary for their eligibility for graduation. Any other internship training program is solely at the discretion and approval of the Town Administrator.

Program Requirements

Interns are expected to complete the required total hours of training as established by their academic institution and should not exceed 20 hours of training per week. Training certificates are not provided to students failing to meet the expectations mutually agreed upon with the academic institution and the Town of Moncks Corner.

Program Elements

The program is committed to providing experiential hands-on training to qualified applicants in the follow areas:

- **Athletic Program Administration**
 - Works with the Recreation Director and Athletic Director to review program procedures, equipment inventory, league rules and policies as well as event supervision
- **Event Management**
 - Works with Special Events Coordinator to go through all tasks associated with the implementation of a special event as well as learn the various tourism and promotion functions of the department
- **Park Maintenance**
 - Works with the Public Service Director to perform various maintenance tasks associated with park and ball field preparation as well as routine maintenance tasks associated with facilities
- **Public Works**
 - Works with Public Service Director or his designee to review operational processes, equipment inventory, procedures, scheduling and policies
- **Administration**
 - Works with Administrative Management to review accounting and financial practices, planning, budgeting, grant writing, purchasing and other administrative functions within the Town
- **Protective Services**
 - Works with Chiefs of Fire and/or Police or their designees to review program procedures, policies, equipment, scheduling practices and compliance and governing regulations.
- **Planning & Development**
 - Works with the Planning Director to review planning and zoning program procedures, policies, mapping standards, practices and compliance regulations of the Planning Department.
- **Human Resources**
 - Works with Human Resource Staff to review personnel policies, labor laws, regulatory compliance, risk management & safety processes, employee relations, talent management and development, strategic HR planning, and benefits administration.

Program Remuneration

The Town provides the training with no monetary compensation. Interns are not employees of the Town of Moncks Corner.



**Town of Moncks Corner
Training/Internship Training Program
Unpaid Trainee and Intern Waiver**

This form should be completed and returned with application.

I, _____, certify that I am participating in the Town of Moncks Corner Internship/Training Program solely for enhancing my knowledge and educational experience. I understand that I am not an employee of the Town of Moncks Corner and will receive no compensation during the training program. I certify that I have not been guaranteed that I will be considered for any current or existing position of employment with the Town of Moncks Corner as a result of my trainee/internship work.

I have read and understand the Program Overview, Expectations, Eligibility and Elements of the training experience. I agree to conduct myself professionally at all times during my participation in the training program, to adhere to dress code and safety requirements and to abide by all policies and procedures to include any applicable confidentiality of information guidelines as a condition of participation. I understand that failure to practice professional and acceptable conduct may result in my dismissal from the training/internship.

My signature below releases the Town to conduct relevant background checks to include but not limited to personal references, professional references, and criminal history.

My participation is not to be construed as a contract.

Signature of Trainee or Intern	Printed Name	Date
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Signature of Authorizing College Representative	Printed Name and Title	Date
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Signature of Authorizing Town of Moncks Corner Representative	Printed Name and Title	Date
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**Town of Moncks Corner
Internship Training Program**

Intern Availability Form

Name: _____

Semester: _____

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

INTERN TIME SHEET

Intern Name: _____

Week 1: _____

WEEK 1	Sat	Sun	Mon	Tue	Wed	Thur	Fri	G.T. Hrs.
In								
Out								
In								
Out								
In								
Out								
Total Training Hrs.								
Grand Total Hrs.								

Week 2: _____

WEEK 2	Sat	Sun	Mon	Tue	Wed	Thur	Fri	G.T. Hrs.
In								
Out								
In								
Out								
In								
Out								
Total Training Hrs.								
Grand Total Hrs.								

I certify I have recorded all hours of program participation and the accuracy of this record the accuracy of this record.

Intern Signature

Date

Supervisor Approval/Signature

Date



TOWN OF MONCK'S CORNER INTERSHIP/TRAINING PROGRAM APPLICATION GUIDELINES

The Town of Moncks Corner offers internships throughout the year in several departments at its discretion. The internship program is designed to provide students and recent graduates an opportunity to learn, train and enhance their knowledge of processes and professional positions in the Town of Moncks Corner.

Internship Positions Available: Internships are available at the discretion of the Town Manager in various departments. Internship opportunities may be posted on our website www.townofmonckscorner.sc.gov as they are available. Applications for internships are available on our website or from Town Hall during regular business hours M-F.

Eligibility: A candidate must be a graduate student, undergraduate student or have graduated within 12 months of beginning the internship. Many intern positions require a specific major or area of study. All internships are unpaid and interns are not employees of the Town. Interns do not replace employees of the Town. Interns will be supervised by employees of the Town.

General Information: Selected interns will typically participate in the training program between 8 and 20 hours per week during a 6 to 12 week internship period. Interns may receive academic credit if an agreement is made between the Town and the intern's college or university. All interns are subject to the professional standards of conduct while participating in the training program. Participants should not expect an offer of employment as a result of the training nor should participation be a pre-requisite to employment with the City.

Application Procedure: Candidates must complete an application form and submit it with a resume and cover letter to the contact name listed in the internship description.

Deadline For Application to be Submitted: _____



TOWN OF MONCK'S CORNER INTERSHIP/TRAINING PROGRAM APPLICATION

Date ____ / ____ / ____

Name _____
(Last) (First) (Middle)

Current Address: _____

Permanent Address: _____

Telephone _____ (Home) _____ (Work) _____ (Cell)

Email Address _____

What is the best way to contact you? _____ Email _____ Phone _____ Both

Were you ever convicted of or charged with a crime other than a minor traffic violation?
____ Yes ____ No (If yes, then state when the charge/conviction occurred, provide a brief
description of the charges and disposition).

Are you a citizen of the U.S.? _____ Yes _____ No (If not, state your country of
citizenship.) _____ Will you require sponsorship to participate in this
internship program? _____ Yes _____ No Explain: _____

Are you at least 18 years of age? _____ Yes _____ No

SC Driver's License Number: _____

Social Security Number: _____

Education:

Name of Current Institution Attending: _____

Major: _____

Minor: _____

Type of Degree Pursuing: _____

Expected Date of Graduation: _____

Is this internship for school credit or a practicum?

Attach a Resume and Contact Information for 3 Professional and 3 Personal References.

Your signature below indicates that all information provided by you for participation in this internship/training program is true and correct. Your signature releases the Town of Moncks Corner to verify the information submitted by you and to complete any and all necessary background checks.

Signature

Date