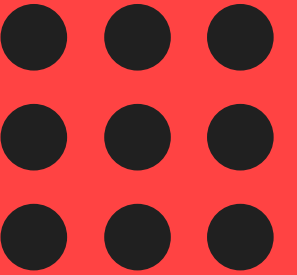


FERGUSON TOWNSHIP SPRING 2020
INTERNSHIP PROGRAM

DEVELOPMENT OF INTERNSHIP PROGRAM

Internship Coordinator - Savannah Barry



INTRODUCTION

Internship Coordinator Objectives - Savannah Barry

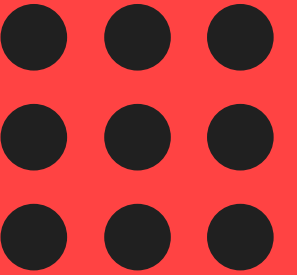
GOALS

Assisting in the development of the spring 2020 internship program to attract young people to the opportunity while creating educational engagement to enhance the importance of local government to all young citizens.

DUTIES

Assist in finalizing program materials:

- goals
- descriptions
- qualifications
- objectives
- strategic plan
- partnerships
- measurable benchmark tools

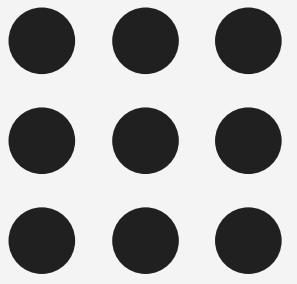


Development Outline

- Goals
- Vision
- Descriptions
- Marketing Materials
- Enforcement
- Feedback



Goals and Vision for Township Program



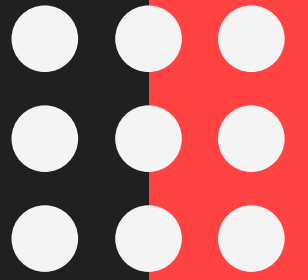
GOALS

The overall goal of this program is for Ferguson Township, and future interns to establish a mutually beneficial relationship to enhance citizenship through increased interaction between local government and young people.

VISION

Students will work for a twelve - week program 10-15 hours week under a specific department to enhance community project's communications and engagement initiatives. Departments include; **Administration, Public Works, Planning, Tax and Finance, Police**



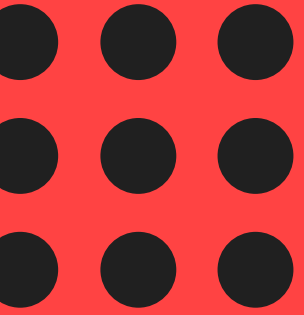


WHY SHOULD WE DEVELOP A MEANINGFUL INTERNSHIP PROGRAM?



Did you know?

**75% OF
GRADUATES HAVE
HAD AT LEAST ONE
INTERNSHIP**



Overview of Position ideas

Department Head Meetings

In order to intentionally prepare projects and objectives for our interns meetings were conducted with each Department Head to discuss goals and visions for potential opportunities.



Job Categories & Potential Opportunities

ADMINISTRATION

Management /

Communication and Engagement / Human Resources / Tech and Data

PUBLIC WORKS

Engineering / Community Infrastructure

ZONING AND PLANNING

Community Planning / Community Infrastructure

Job Categories & Potential Opportunities

POLICE DEPARTMENT

Public Safety

FINANCE AND TAX

Finance and Tax





QUALIFIED POTENTIAL PROJECTS

ADMINISTRATION

- ASSIST WITH COMMUNICATION AND COMMUNITY ENGAGEMENT STRATEGIC PLAN

PUBLIC WORKS

- ROAD & SIDEWALK INSPECTION
- LASERFICHE DOCUMENTATION
- RECOMMENDATION: STORM WATER FEASIBILITY PROJECT



QUALIFIED POTENTIAL PROJECTS

PLANNING AND ZONING

- CONDUCT RESEARCH FOR TREE COMMISSION
- AID IN THE DEVELOPMENT OF UPDATING ZONING MAPS
- AID IN UPDATING ZONING MAPS

FINANCE AND TAX

- LASERFICHE DOCUMENTATION
- DEVELOPING A STRATEGIC PLAN FOR PURCHASING PROCESSES



EXAMPLES OF MARKETING AND RECRUITMENT MATERIALS

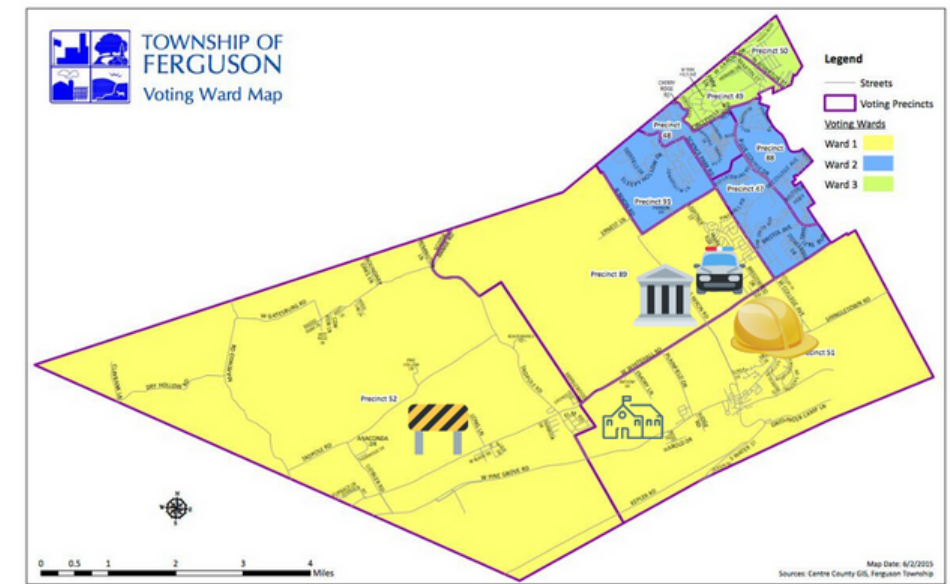
<p>Ferguson Township Finance and Tax</p> <p>Primary Business Address 3147 Research Drive State College PA 16801</p> <p>Phone: (814) 238-4651 Fax: (814) 238-3452 E-mail: someone@example.com</p>	<h2>Spring 2020 Internship Program - Finance and Tax</h2>   <p>Your business tag line here.</p>	<h2>Insights to Finance and Tax</h2> <p>Township Mission:</p> <p>The overall goal of this internship program is for Ferguson Township, and future interns, to establish a mutually beneficial relationship for increased community engagement activity. More specifically, the Township's goal is to increase communications and engagement efforts by recruiting innovative student interns in Township projects and initiatives, and to provide students with a valuable learning experience through local government with a series of short term goals.</p> <p>Finance and Tax Objectives:</p> <p>The Department of Finance and Tax is responsible for administering payroll, managing grant revenue, tracking fixed assets and inventories, invoicing, and analyzing trends to ensure the Township's solvency and budget. The department handles all revenues and expenditures associated the township operations. This includes managing accounts receivable, collecting taxes, and monitoring Township debt.</p> <p>Finance and Tax Intern Actions:</p> <p>THESE ACTIONS ARE SUBJECT TO CHANGE: GENERALIZE PROJECTS THE INTERN WILL WORK ON</p> <ul style="list-style-type: none">◊ Assist in operations◊ Create branding and social content for township office◊ Communicate and coordinate with other departments  <p>A Community Serving the Community</p>  <p>Engaged Career Development for future professionals</p>
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EXAMPLES OF MARKETING AND RECRUITMENT MATERIALS

FERGUSON TOWNSHIP, HOW WELL DO YOU KNOW YOUR HOME?

FERGUSON TOWNSHIP INTERNSHIP
SPRING 2020



-  Ferguson Township Municipal Building
-  Ferguson Township Police Department
-  Ferguson Township Elementary School
-  Township Municipal Building
-  Historical Site
-  Where do you live?



EXAMPLES OF MARKETING AND RECRUITMENT MATERIALS

Ferguson Township

Internship Program 2020

The overall goal of the 2020 Internship Program is for Ferguson Township, and future interns, to establish a mutually beneficial relationship for increased community engagement activity. More specifically, the Township's goal is to increase our communications and engagement efforts by engaging innovative student interns in Township projects and initiatives, and to provide students with a valuable learning experience through public service work with a series of short-term goals.

DEPARTMENTS IN FERGUSON'S LOCAL GOVERNMENT

Department of Administration
Department of Public Works

5 Departments

Police Department
Department of Planning & Zoning
Finance and Taxes Department

POPULATION DENSITY

Do you live in the fixed boundaries of Ferguson Township?

372.2 per square miles

Land area: 52 square miles

POPULATION

Population: 19,316

Mission

It is Ferguson Township's mission to provide efficient, cost effective, professional services to our residents in a fair, cooperative, ethical and honest manner.

NAMED FOR

Township's formation was in 1801

Thomas Ferguson, Mil Owner

County: Centre



3147 Research Drive State College, PA 16801
Phone: (814) 238-4651
Fax: (814) 238-3454





MARKETING ON SOCIAL

FERGUSON TOWNSHIP 2020

Internship Opportunities

Take the next step.


Are you looking for an engaging opportunity to develop professional experience through local government? For more information on all the different opportunities Ferguson Township has to offer visit our website at: [www.https://www.twp.ferguson.pa.us/](https://www.twp.ferguson.pa.us/)



Phone: (814) 238-4651 | Spring 2020 | Ferguson Township

RECRUITMENT MATERIALS

← → ↻ docs.google.com/forms/d/e/1FAIpQLScUExnguUMXTS4HyCEVsLq8izupXhbxQG9ftJ3iBW90F0lsw/viewform



Contact information

Thank you for your interest in Ferguson Township - Please place your contact information below

* Required

Email address *

Your email _____

Name *


Your answer _____

Email *



Your answer _____

Address *


Your answer _____



PRE-INTERNSHIP SURVEY



docs.google.com/forms/d/e/1FAIpQLSdVa1pB4_bb5uQlvmR_WOAnSJlq1J5u5aFoNsVx8L_z5L58oA/viewform



Ferguson Township Internship - Spring 2020

This quick assessment will be used to gain information surrounding your current understanding of local government before begin your internship program.

*** Required**

Email address *

Your email

Name *

Your answer

Major and Year in School *

Your answer


What is one objective you are looking to get out of this internship? *

Your answer

Do you know what form of local government Ferguson Township is? *

POST-INTERNSHIP SURVEY

docs.google.com/forms/d/e/1FAIpQLSfIJf_dTi6DTGRgIV4eyzh5A2ULRDYH5Cx7vNNNwdhs_kbAw/viewform



Ferguson Township Internship Program 2020

We would love to hear your thoughts or feedback on how we can improve the experience of our internship program, and what you have learned.

* Required

Email address *

Your email

Name *

Your answer

Email *

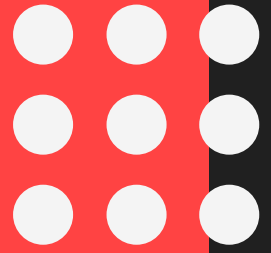
Your answer

How familiar are do you feel with the organizational structure of Ferguson Township's Local Government? *

1 2 3 4 5

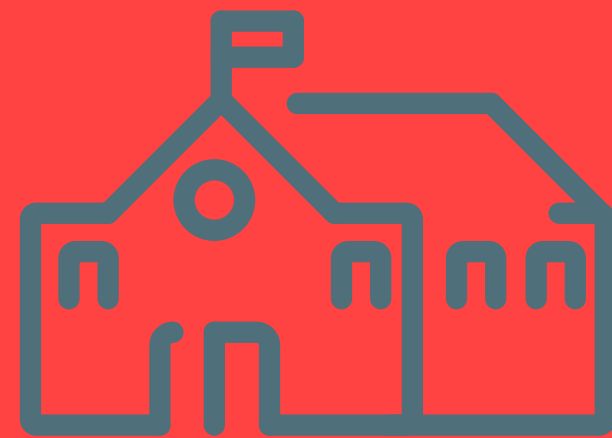
Partnerships

THE BASIS OF OUR RECRUITMENT PROCESS



Contacts in our Community

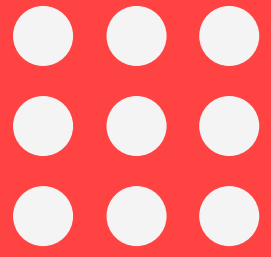
Relationships were established at local schools we have identified for future recruitment purposes.



Future Recruitment Efforts

- Penn State Spring Career Days
- South Hills Spring Career Days
- Penn State Career Services Center
- South Hills Internship and Career Office





Contacts and Career Fairs

PENN STATE CAREER SERVICES

Careerfairs@psu.edu

SOUTH HILLS CAREER SERVICES

Careerservices@southills.edu

CBICC - CENTRE READY

Chamber of Business Industry - Centre County

HANDSHAKE PARTNERSHIPS

Partnership with UPenn and Lock Haven

CENTRAL PENNSYLVANIA INSTITUTE

CPI - Science and Technology



Timeline of Projects



JANUARY 31, 2020

UPenn Spring Career Fair - Handshake Partner

FEBRUARY 4 & 5, 2020

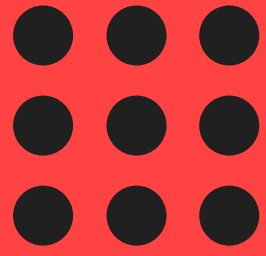
Penn State Spring Career Days

FEBRUARY 6, 2020

Lock Haven Career Day - Handshake Partner

FEBRUARY 6, 2020

South Hills Career Day



STRATEGIC PLAN DEVELOPMENT

FINALIZING THE DEVELOPEMNT

- A written strategic plan document including all details is finalized this includes:
 - Mission
 - Vision
 - Department Heads visions for interns
 - Internship descriptions
 - Contacts for recruitment
 - An outline of the program



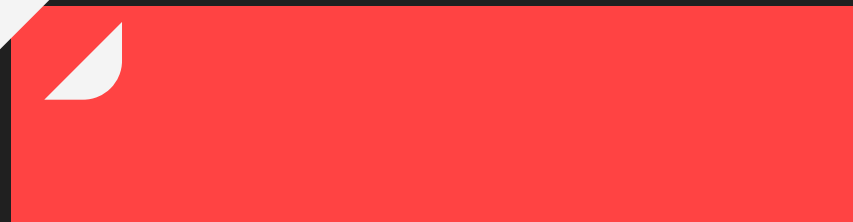


THE IMPORTANCE OF MY EXPEREINCE

What I have learned:

- The importance of local government and the services they provide
- Storm Water Feasibility Project
- Function of the Departments
- Importance of Freedom of Creativity

Conclusion





HOW FERGUSON TOWNSHIP CAN BENEFIT FROM THE PROGRAM

- Increased community engagement
- Bridging the divide between younger citizens
- Creating Awareness
- Educating and creating more mindful residents

Conclusion

