



Grand County Job Openings Intern Positions_2018

Grand County is offering several summer internship opportunities. Please see attached list for specific opportunities and descriptions. Please contact Human Resources if you have any questions or need other information (970-725-3047 or creynolds@co.grand.co.us).

♦Application submittal deadline: **April 27, 2018, 5:00 p.m.** Please provide completed application to Grand County Human Resources, PO Box 264, Hot Sulphur Springs CO 80451, 970-725-3665 (fax), 970-725-3047 (phone), creynolds@co.grand.co.us (email).

♦ Please designate on the application your **top 2** position choices. Depending on the placing requests that are received, you may be offered alternate position(s).

♦Interviews: Lee Staab, Grand County Manager will conduct interviews. Interviews will be offered as follows:

West Grand High School, May 16, 2018 starting at 1:00 p.m. Specific location to be determined (Kathy Clark in the school office will coordinate the meeting location)

Middle Park High School, May 17, 2018 starting at 1:00 p.m., in the Counseling Office Conference Room

Alternate interview time(s) can be made available for individuals who are not high school students or for those who are unable to meet on the offered dates

♦These positions are open to high school or college students.

♦Minimum rate of pay \$10.20 per hour.

♦Approximate start date of positions: June 4, 2018*

♦Approximate end date of positions: August 31, 2018*

(*Start/end dates are approximate. Interns will be given flexibility on this and will be coordinated through the Department Head/Supervisor.)

♦Specific work schedule to be determined by individual Department Head/Supervisor.

♦All successful applicants will be required to meet with Human Resources for a new employee orientation prior to starting the position. This will take approximately 30 minutes. Human Resources will schedule meeting times after the selections are made.

♦ALL INDIVIDUALS SELECTED FOR AN INTERN POSITION WILL BE REQUIRED TO GIVE A SHORT PRESENTATION TO THE GRAND COUNTY BOARD OF COUNTY COMMISSIONERS ON THEIR SUMMER JOB EXPERIENCE WITH GRAND COUNTY. PRESENTATIONS WILL BE SCHEDULED TOWARD THE END OF THE INTERNSHIP.



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Grand County is offering the following paid internship opportunities for the 2018 summer season (approximately May through August). Open to high school and college students.

Community Development – Building Office Intern

Job location: Hot Sulphur Springs, CO

Days per week: Monday through Friday

Job description: Assists with the manual and electronic filing of building permits and applications, scanning and related duties as assigned. Close out backlog files; scan/archive files.

Department Head: Thomas Leatherwood

Intern Supervisor: Vicki Ellis

Community Development – Short Term Rental Intern

Job location: Hot Sulphur Springs, CO

Days per week: Monday through Friday

Job description: Provide assistance with manual and electronic case files for short term rental applicants/permittees, and related duties as assigned.

Other: This job may be extended beyond the summer season (continuance for off days during school year) for the right candidate.

Department Head: Thomas Leatherwood

Intern Supervisors: Carolyn Derby and Julie Nessen-Gasner

Coroner – Coroner Intern

Job location: Kremmling, CO

Days per week: 3 – 5 (flexible)

Job description: Provide assistance with the administrative organization functions. Set up a data base for statistical information and input data. Organization and scanning of files. Individual will learn various aspects of the Coroner's Office. Ideal intern could be attending an autopsy and certain calls (at the Coroner's discretion). Provide assistance with equipment checks and vehicle detailing.

Special requirements: Must have a valid driver license. Will be required to sign a confidentiality agreement. Parent release required if under age 18.

Department Head: Brenda Bock

Intern Supervisor: Tawnya Bailey

EMS – EMS Intern (2 positions available)

Job location: Granby, CO

Days per week: Flexible/approximately 20 hours per week

Job description: Provide assistance with the administrative organization functions and assist the training division while learning various aspects of EMS. Ideal candidate will receive training in first aid and CPR, participate in community events, training events and administration division events. Provide assistance with ambulance checks, equipment checks, and vehicle detail and station projects.

Department Head: Ray Jennings

Intern Supervisor: Robin Trainor

Extension Office – Extension Intern

Job location: Kremmling, CO

Days per week: 3

Job description: Provide assistance to the 4-H Coordinator to plan and implement summer programs for youth. Assist with organizing and delivering educational games and events. Provide assistance to the Extension Office during the Middle Park Fair. Will require some evening work and travel within the County.

Extension Agent: Travis Hoesli

Intern Supervisors: Travis Hoesli and Lacy Stovner

Extension Office – Fairgrounds Maintenance Intern

Job location: Kremmling, CO

Days per week: 2

Job description: Help manage and maintain the community gardens at the Fairgrounds. May also provide assistance with fairgrounds preparation by doing tasks such as painting, cleaning, moving panels, sweeping and event set up.

Extension Agent: Travis Hoesli

Intern Supervisor: Travis Hoesli and Lacy Stovner

Information Systems – Information Systems Intern

Job location: Hot Sulphur Springs, CO

Days per week: 3

Job description: This position will assist the Information Systems Department staff by performing project related activities as assigned. Will also assist by providing support with document management systems, content management support and general related tasks.

Department Head: Kirk Magnusson

Intern Supervisor: Andrew O'Neil

Juvenile Services – Juvenile Services Intern

Job location: Hot Sulphur Springs, CO

Days per week: 3

Job description: Performs clerical operations and general offices duties in the Juvenile Services Department. Coordinates and arranges meetings, handles telephone inquiries, provides counter assistance to the public.

Special requirements: Must have high school diploma.

Department Head/Intern Supervisor: Kelly Friesen

Public Health

Job location: Hot Sulphur Springs, CO

Days per week: 2 (flexible schedule available); potential for evening or weekend events

Job description: Through the Communities That Care Substance Abuse prevention Grant: Intern will participate in work group organization, meeting planning, data collection, and other administrative duties with community board members across the county. Excellent on the job experience for high school or college student looking to gain administrative, public health or youth community involvement experience.

Department Head: Brene Belew-LaDue

Intern Supervisor: Abbie Baker