



# VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

## Fire Public Education Intern – Unpaid

The Village of Schaumburg is a thriving community of 78,723 residents located 11 miles west of O’Hare International Airport and approximately 26 miles northwest of Chicago. Not only is Schaumburg the twelfth-largest community in the State of Illinois, but it is also home to the second-largest concentration of retail, office, and commercial activity. Notable village distinctions include being rated as an excellent or good place to live by 95% of respondents in the National Community Survey; having multiple highly awarded and accredited departments; and being recognized as a Better Business Town by The Better Business Bureau of Chicago and Northern Illinois.

The village employs approximately 600 employees in 12 departments, including police, fire, engineering and public works, communications, community development, cultural services, economic development, finance, general government, human resources, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be.

### Internship Goals:

- Provide an opportunity to explore the educational development of a community fire prevention program with an emphasis on curriculum, presentations, and social media.
- Provide insight into working in the public sector.

### Internship Schedule:

- Flexible days and times based on the student’s schedule, Monday through Friday during the hours of 8:00a – 4:00p.
- Willing to coordinate with school for class credit.

### Essential Internship Functions:

- Development of age-appropriate curriculum related to fire and life safety.
- Review of new trends and products and its effect on the citizens and the community.
- The development and proper use of social media messages.

### Requirements:

- Current enrollment in a teaching/educational program or Fire Science program.
- Interest in pursuing a teaching or fire prevention career.
- Computer proficiency in Microsoft Office.
- Good communication and interpersonal skills both written and verbal.
- Minimum age of 18 years.
- Criminal background checks must be completed with satisfactory results.

**If you are interested in submitting an application for this unpaid Fire Public Education Internship position, please click on [Volunteer Application](#) or go to our website under How Do I > Volunteer.**