

**2007 Youth Leadership
Summer Internship List
July 9 - 27, 2007**

| County Agency | Student Name | High School | Description |
|--|---------------------------------|--|---|
| FCPS - Instructional Services | Lindsay Johnson | Marshall | Student will shadow and provide support to the Instructional Services Department of Fairfax County Public Schools. Students will see planning for teacher training, summer curriculum projects and curriculum decision-making processes. Basic office and computer skills are needed and these include Excel and Word and data compilation, phone and language skills. |
| FCPS - Superintendents Office | Joseph Angello | Westfield | The first intern will work in special projects in the Superintendent's Office. The intern will also have the opportunity to attend key school system meetings to see leadership in action. |
| FCPS - Superintendents Office | Ashley Hart | Langley | The second intern will be involved with special projects in Community Relations to include data entry and attend key meetings. |
| Mason District Supervisor's Office | Winnie Mulumba | Falls Church | Intern will learn about the daily operations of the Mason District Board of Supervisor's Office. |
| Office of the County Attorney | Rebecca Middour | Lee | Intern will assist attorneys in the Land Use Section, which provides legal advice regarding planning, zoning, and development matters in the County and defends the Board of Supervisors and County employees in the General District Court and Circuit Court. The intern will learn about public law. |
| Park Authority - Trips and Tours/Class Programming | Connie Fu | Oakton | Fairfax County Park Authority offers more than 100 day-trips annually. Intern duties include new trip development and planning, performing internet searches, preparing customer packets and itineraries. For class programming, duties include daily management of classes, management of vendor programs, customer problem-solving. (Position will assist with temporary staff vacancy). Detail oriented person with a desire to learn about program planning and an interest in recreation programming and travel careers. Computer skills including Microsoft Word, Excel, Outlook, and internet search skills are helpful. |
| Virginia Cooperative Extension | Maya Goodwin | South Lakes | Intern will work with the Extension Agents, such as 4-H and Family and Consumer Sciences to meet community needs. Intern will be involved in engaging youth and adults in community service and would facilitate needs based on community programming. Projects would include youth development, health and nutrition programs. |
| Office for Children | Lindsey Jiao | Herndon | Intern will work under the direct supervision of the executive director of Fairfax Features, which is a nonprofit organization dedicated to ensuring that the County's youngest children are well prepared to succeed in both school and life outside of school. The intern will use the Foundation Center database to research Virginia and regional family foundations and private foundations that support early childhood education in order to prepare a summary report. |
| Office for Children | Candace Muramoto | Robert Lee | Intern will work in a multi-cultural office which serves the public and whose primary customers are Family Child Care Providers. The intern will review files with an emphasis on quality assurance; verify information pertaining to the families; assist in organizing documents, and occasional input and retrieve data. Bilingual English and Spanish preferred. |
| Legislative Liaison- Chairman Connolly's Office | Melanie Szwazkowski | Thomas Jefferson | Intern will split time between the Office of the Chairman of the Board of Supervisors and the Government Relations section of the County Executive's office. Will assist in policy research and attend meetings of the Board of Supervisors. Intern may travel to Richmond and/or Capital Hill to observe local, state or Federal legislative meetings. |
| Department of Public Safety Communications (DPSC) | Kathryn Reach Rebecca Gildea | Kathryn: Annandale Rebecca: Woodson | The Department of Public Safety Communications (DPSC) is the primary answering point for 9-1-1 calls for Fairfax County, Fairfax City and the towns of Vienna and Herndon. The employees of the DPSC screen over 1.5 million calls for Police, Fire and EMS services each year. Calls that require the response of public safety personnel are dispatched by the men and women who staff the communications center 24 hours each day, seven days a week and 365 days every year. The interns assigned to the DPSC will observe the overall operation as well as assist the staff with administrative duties. |
| General District Court | Luke Stewart | McLean | The intern assignment will be with Court Services Division. The intern will provide administrative support to Court Services, the Probation Unit, the Criminal and Traffic Divisions of GDC, and other criminal justice agencies. In addition, the Intern will respond to high volumes of requests, citizens' inquiries, and complaints regarding court matters. Professional attire is the standard dress code. |
| Health Department | Jay Hurst | Jay - South County | The intern will be working in the Disease Carrying Insects Program performing basic laboratory assistant duties and helping with some field surveillance work. Most of the work will be in the field, setting and collecting mosquito traps and collecting ticks for West Nile Virus and Lyme disease surveillance activities throughout the County. All staff members go into the field accompanied by another person from "team mosquito" and the vehicles used are those assigned to the Department. |
| Health Department | Daphne Motro | Lake Braddock | The intern will work in the Food Safety Program, assisting program staff with the restaurant inspection program. Staff will get exposure to basic food microbiology by attending various restaurant inspections throughout the County. |
| County Executive's Office - Office of Partnership | Nina Sabarre | Fairfax | The intern will provide customer service and be trained on the programs located in the Office of Partnerships. The intern will answer the phone, transfer calls and take messages, and conduct internet research to support program development. The intern will conduct a customer telephone survey for the Medical Care for Children Partnership (MCCP). The intern will enter statistical data into an Excel spreadsheet and provide a report based on the information. The intern should be well spoken, have good writing, and organizational skills. |

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| Circuit Court | Martha Howlett | Chantilly | The intern will be able to see the behind-the-scenes working of the Circuit Court. They will start out by seeing how a case is filed with the Court in the Civil Intake Section, go through the judicial process and finally end up observing a court trial and sentencing. They will with the initial case filings and then move onto the Public Services Section and help with marriage licenses. From there, they will move to the Records Division to see the importance of keeping accurate records of court proceedings, including the Archives Section which maintains the County's court records dating back to the 1700s. There they will work on special projects as well as assisting the public in researching historical records. They will also assist in our Land Records Division which deals with mortgages, refinances, judgments, and other land transactions. Next they will go to the Jury Section to see how a jury is chosen for a trial. Finally, they will shadow a law clerk and courtroom clerk to one of our judges to observe firsthand the preparation needed to proceed to trial. |
| Housing & Community Development (HCD) | Judi Scharfman | Madison | Will work in the Real Estate, Finance and Grants Division of HCD. Through the various County, Federal, non-profit and neighborhood programs the intern will have the opportunity to work with citizens, nonprofits, civic and neighborhood organizations. Will research and prepare background information for federal, state and other grant applications for affordable housing, attend site visits to non-profit agencies, participate in planning for conferences and training activities, and prepare public presentations such as brochures, audio-visual aids, newsletters and other public announcements. |
| Park Authority | Amanda Markham Mohammad Bangura | Amanda: Edison Mohammad: Mt. Vernon | Intern will work closely with park staff in the daily implementation of waterfront leisure opportunities, summer camps and the park's administrative center and interpretive exhibit. |
| Sully Historic Site | Erin Byrne | Chantilly | Will work directly with the public and behind the scenes, assist with summer camp activities, and lead tours. The programs at Sully center focus on daily life in Fairfax County in the 18th century. Staff may conduct programs wearing period clothes and demonstrate activities of the period. Will work with young children, greet visitors and work with volunteers who conduct tours. Will learn about museum operations including: working with databases, and creating and processing mailings for special events. |
| Office of the Sheriff | Andrew Tindall | Westfield | This intern will have the opportunity to experience all aspects of the Sheriff's Office, including confinement, court services, support services, and administrative services. No specific skills are necessary, just a willingness to learn and participate. |
| Public Libraries | Connor Henne | Oakton | Intern will divide time between the library's Internet Services Department and the library's Public Information Office. The intern will help maintain the existing Library website and web applications, as well as serve on the development team for any new sections of the site. The student would also be involved in making digital videos about library services and activities, and blogging about his or her experiences during the internship. |
| Community and Recreation Services - Therapeutic Recreation | Amy Byers | West Springfield | Intern will work with therapeutic recreation summer program serving individuals with developmental, physical or emotional disabilities. The intern's placement will depend on the location of the county closest to where they live. The intern will assist with participant supervision, planning and leading activities, assist with special events and field trips. |
| Animal Shelter | Allie Vandivier | Centreville | Intern will be trained on the many aspects of working at a municipal animal welfare organization. This would include learning about shelter operations, volunteerism, animal care and handling and more. Intern would assist with creating humane education materials as well as pet care and tip sheets for the public. Intern would also interact with the animals, including walking and training dogs, socializing cats and small mammals, etc. Intern would be assigned at the front desk for a portion of the time to assist with front desk operations. |
| Fire & Rescue | Sammy Kimmelman | Robinson | The intern will be assigned to projects related to the planning, budgeting and scheduling aspects of the Fire Department. Other activities may involve observing and reporting on firefighter health and safety, support sources, safety education. Intern will be exposed to many field activities with a supervisor. |
| Police Department | Alexander Englander | Edison | The Recruiting and Testing Section of the Personnel Resources Division conducts entry-level examination for Police Officers and Police Cadet positions, and participates in many cultural events and festivals as part of building community partnerships. The intern will observe examinations and attend local community outreach events. The intern may also get a glimpse of governmental professional services contracting. Visits to the Criminal Justice Academy, related training facilities and district stations is also possible. |
| Noman Cole Pollution Control Plant | Olivia Miller | Hayfield | Intern will help with files the agency would like to scan and turn into .pdf format. Also, there will possibly be lab related activities the student could become involved with if time permits. |
| Visit Fairfax | Monique Bailey Rose Zu | Monique: Mclean Rose: Thomas Jefferson | Intern will use computer and communication skills to help promote Fairfax County through the promotion of the Spring/Summer package while working with the marketing team. Visit FXVA.com to see more about these initiatives. |
| Department of Human Resources | Connor Kowaleski | Cedar Lane | Intern to work within employee benefits group to assist a core steering committee with the new wellness initiative. Duties would include researching other jurisdictions and the private sector for best practices, including ROI data, visiting other facilities, and helping to draft recommendations. |
| Department of Systems Management for Human Services | Forrest Cox | West Potomac | Intern will be oriented in all of the Human Services agencies in Fairfax County. Intern will meet with the Regional Director for Human Services, regional agency leads and become familiar with the different agency's missions and goals. Intern will be exposed to the entire South County Government Center and observe all of its Human Services agencies in action (Adult Day Care Center, employment center, Teen Center activities). Will receive orientation to the Coordinated Services Planning program, and will sit in on the phone and observe the work being done by Social Workers. Intern will attend various meetings and help compile information for the Citizen Leadership Development program. |
| Park Authority - Park Planning Division | Maha Tanveer | Lake Braddock | Intern will assist the Park Planning Team as a support person to the District Park Planning Process. This process examines the park system on a Planning District-wide scale. The intern will assist with existing conditions, help prepare for Park Authority Board meetings, work with Community and Recreation Services staff to obtain lists of park user groups, and conduct internet research. |