

2009 Youth Leadership - Summer Internships

	County Agency	Contact	Location	Description	Student Name	High School
1	Community and Recreation Services - Teen Services	Paul Jansen 703-324-5714	12011 Govt. Center Parkway 10th floor (Pennino Building)	Intern will work at one of the four teen center hubs (locations-South County Government Center, James Lee Community Center, Reston YMCA, Mott Community Center) to assist merit staff in planning and facilitating programs and activities for at-risk teens. Intern must be flexible with hours; most teen centers are generally open 2 pm to 9 pm Monday-Saturday.	Ojaswi Adhikari	Fairfax
2	Community and Recreation Services - Coordinated Services	Karla Bruce 703-324-5360 Michelle Chapman-Cambell 703-324-5742	12011 Govt. Center Parkway 10th floor (Pennino Building)	The intern will broaden their understanding of community-based recreation, integrated service delivery, community building, and prevention. The intern will complete a variety of assignments designed to introduce concepts and enhance skills in one or more of the following areas: outreach, community leadership development, program development, teamwork, collaboration, asset mapping, performance measurement, etc. Projects may include: Working with staff on the development of a county-wide youth leadership council, developing and implementing an outreach plan for a particular program or center, conducting a community assessment, supporting the summer meals program, etc. Specific projects will be identified at the beginning of the internship and tasks and responsibilities will be determined based on the goals of the project as well as the needs and interests of the intern.	Chelsea Stanger	Lake Braddock
3	Community and Recreation Services - Senior Services	Evan Braff 703-324-5650	12011 Govt. Center Parkway 10th floor (Pennino Building)	The intern will work in the Senior Services Division and assist staff in the development of specific initiatives aligned to the County's 50+ plan. Specifically, the intern will obtain experience about senior demographics, project management, and program development. The intern will support the development of the "Center without Walls" initiative, a pilot project that recruits community-based organizations to join a network that would provide coordinated programming to seniors from a designated geographic area. The intern will be asked to work independently with moderate direction and have good oral and written skills.	Ariana Gover-Chamlou	Langley
4	Community and Recreation Services - Therapeutic Recreation	Sandi Dallhoff 703-324-5716	12011 Govt. Center Parkway 10th floor (Pennino Building) programs located throughout Fairfax County	The intern will work with the summer camp for individuals with disabilities and will be placed at one of eight locations closest to their house. Camp activities include sports, fitness, arts and crafts, sensory, outdoor play, field trips, music, etc. and camp hours would be 8am-3:30pm Monday through Friday. The intern should be enthusiastic and interested in giving individuals with disabilities the guidance and support they need to participate in fun, recreational activities. Job duties will include: assisting in the planning and facilitation of camp activities, adapting and modifying activities so campers can participate, providing support and encouragement, assisting with the set-up and clean-up of activities, being open to learning about a variety of disabilities groups, and having Fun!	Young Joon Cho	McLean
5	Community and Recreation Services - Community Centers	Chris Scales 703-324-5274	12011 Govt. Center Parkway 10th floor (Pennino Building)	The intern will help coordinate and facilitate customer satisfaction surveys for the Community Center Division. The intern will need to be able to work a non-tradition schedule to accommodate the times participants use the centers (nights and week-ends). The intern will collect the data, make sure targeted numbers of survey are completed, and compile the results.	Haroon Popal	Falls Church
6	County Attorney's Office	Robert Wynn, County Attorney's Office 703-324-2421	Government Center, Suite 549	The intern will shadow an attorney to observe how a public law office operates and what an attorney does each day. Professional attire is the standard dress code for the office. The intern should have some interest in pursuing law or government service.	Anuj Gupta	Chantilly

2009 Youth Leadership - Summer Internships

	County Agency	Contact	Location	Description	Student Name	High School
7	Facilities Management Department	Marguerite Guarino 703-324-8409	Government Center, Suite 424	The intern will be assigned to work with various space planners and attend client/end user meetings to observe the planning process of interior space. Also, the student will work with the lease coordinator and property management supervisor to attend client meetings, observe the negotiation process for real estate agreements, and review real property documents. The Real Estate Development and Planning Branch is comprised of three sections: lease management, property management, and space management.	Melanie Alvarado	South County
8	FCPS - Instructional Services	Kurt Waters 703-208-7809	Leis Center 7423 Camp Alger Ave. Falls Church, VA 22042	The intern will shadow and provide support to the Instructional Services Department of Fairfax County Public Schools. The intern will see planning for teacher training, summer curriculum projects and the curriculum decision-making processes. Basic office and computer skills are needed including Excel and Word and data compilation, phone and language skills.	Khanhmi Nguyen	McLean
9	FCPS - Superintendent's Office (2)	Christine Donohue 571-423-1010	8115 Gatehouse Road, Falls Church	The interns will work on 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.	Kelly Flanigan; Shruti Kuppa	Edison; South Lakes
10	Fire & Rescue	Teri Caswell 703-246-2461	Massey Building 4100 Chain Bridge Road, 7th Floor, Fairfax, VA 22030	The intern will be assigned to projects related to the planning, budgeting, and scheduling aspects of the Fire and Rescue Department. Other activities may include observing and reporting on firefighter health and safety, support services, and life safety education. The intern will not be working at a fire house, but may observe supervised activities.	Ashley Zeigler	Westfield
11	Health Department (2)	Barbara Hardy 703-246-8495	10777 Main Street, Kelly Square Building, Fairfax City	The interns will be given an orientation and field visits with different sections, Air Quality, Community Health and Safety, Disease Carrying Insects, Environmental Hazards, Onsite Sewage and Water, and Technical Review and Information Resources. The internship may include a tour of the Health Department Laboratory. The interns will work with the Education Outreach Coordinator in the Food Safety Section to develop a Food Safety Workshop for children. At the end of the program, the interns will give a presentation of the new workshop. Good skills for this project include project management, research, writing, computer skills, creativity, and presentation skills.	Nicholas Nguyen; Alexandra Bocharnikov	Thomas Jefferson; Oakton
12	Health Department Office of Emergency Preparedness	Dianne Quebral 703-246-8636	10777 Main Street, Kelly Square Building, Fairfax City	The intern will be involved in general database clean up, collecting missing information to complete volunteer profiles, and analyzing team vacancies in the Medical Reserve Corps. The intern will also make packets for orientation, conduct medical license checks, assist in preparing for an emergency drill and a community preparedness fair.	Natalie Spita	Annandale
13	Health Department Long Term Care	Patricia Rohrer 703-324-2051	12000 Government Center Parkway Suite 561	The intern will assist in organizing the Long Term Care Coordinating Council (LTCCC) documents and speakers program. The intern will help transfer documents from folders to notebooks and organize materials, including meeting agendas, notes, committee events and correspondence. The intern will also assist in identifying a list of organization/companies to market the LTCCC speakers program.	Guzelnur Musabay	South Lakes

2009 Youth Leadership - Summer Internships

	County Agency	Contact	Location	Description	Student Name	High School
14	Housing & Community Development (HCD)	Audrey Spencer-Horsley 703-246-5166	3700 Pender Drive, Suite 300, Fairfax, VA 22030	The intern will work in the Real Estate Finance and Grants Management Division. Through various County, federal, nonprofit and neighborhood programs under the Division, the intern will have the opportunity to work with citizens, nonprofits, civic and neighborhood organizations, various County and federal agencies, private institutions, and with other local governments. The Division administers the federal Community Development Block Grant, Section 108, HOME and County funds for a broad range of affordable housing, community development, public service, and neighborhood revitalization programs. The Division administers contracts with many nonprofits for a variety of programs such as micro-enterprise, employment training, food, affordable housing, youth, elderly and homeless service programs. The Division works with neighborhood groups and citizens throughout the County on neighborhood improvement projects and community issues.	Julie Yee	Madison
15	Housing & Community Development (HCD)	Mae Robinson 703-246-5274	3700 Pender Drive, Suite 100, Fairfax, VA 22030	The intern will work in the Rental Services Division on "Preservation Vouchers". The intern will assist a Housing Services Specialist in interviewing clients, collecting documentation, faxing, copying, entering data in the computer and assisting in large mail-outs. Good skills to have include computer skills, organizational skills, being a team player, filing, typing, Xeroxing and answering phones. This is a great opportunity to learn about Housing Choice Voucher intake and approval processes.	Han Dihn	Langley
16	Human Resources/Organizational Development & Training	Tana Suter 703-324-3643	Government Center, Suite 170	The intern will coordinate training activities and materials for the Countywide Training Program (e.g. prepare materials and classrooms, support instructors, help set up online evaluations, participate as schedule allows); update training records; and attend and participate in various meetings (weekly staff meetings, EmployeeU website meetings, etc.). General skills needed: solid proficiency in MS Office applications (Word, Excel, PowerPoint) and good writing and other communication skills.	Katie Kane	Lake Braddock
17	Human Resources	Cathy Spage	Government Center, Suite 170	The intern will work on special projects within the County's Human Resources Department.	Shiv Sinha	Centreville
18	Library	Erin Chernisky 703-324-8332	Government Center, Suite 324	The intern will work in three different Library Departments: (1) Internet Services, (2) Training, and (3) the Library Foundation. Tasks will include: maintaining existing web pages and the library's social media sites (Internet Services); creating screen casts for online training modules and assisting with typing and updating documents (Training); and updating web pages and the Board of Directors' manuals, shifting files, helping to prepare press releases, name badges and other items needed at the beginning of each fiscal year (Foundation). Preferred skills are: writing, Microsoft applications including Word and Excel, HTML, web graphics. The intern should be very organized, be able to work with minimal supervision and not afraid to ask questions and seek guidance when needed.	Priscilla Lin	Westfield
19	Noman Cole Pollution Control Plant	Joel King 703-550-9740 x317	9399 Richmond Hwy., Lorton	Working with the Pretreatment Section, the intern will assist Environmental Inspectors with sampling and inspecting industrial dischargers to the sanitary sewer system. Sampling will be conducted using a variety of automated and manual equipment. Businesses may be inspected to assess their potential to impact the sanitary sewer. Other duties will involve assisting in the laboratory and documenting survey or monitoring data. Work will involve some outdoor work and physical exertion. The intern will be introduced to the wastewater treatment process, National Pretreatment Program and Clean Water Act.	Gabe Manion	West Springfield
20	Park Authority --Lake Accotink Park (2)	Julie Tahan 703-569-7120	Lake Accotink Park, 7500 Accotink Park Road, Springfield	Two interns 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.	Mackenzie Griffin; Morgan Pietruska	Robinson

2009 Youth Leadership - Summer Internships

	County Agency	Contact	Location	Description	Student Name	High School
21	Park Authority -- Frying Pan Park	Tawny Hammond 703-569-7120	Frying Pan Park, Herndon	The intern will work with Park Authority staff at Frying Pan Park.	Dominique Rivera	Herndon
22	Police Department	Dwight Bower 571-641-6622	Massey Building 4100 Chain Bridge Road, 10th Floor, Fairfax, VA 22030	The intern will support the development of a significant written project, such as the agency diversity plan prepared by Personnel Resources Division, assist in the preparation of materials needed for in-service training to be conducted by the Criminal Justice Academy staff, or possibly a mix of these tasks.	Greg Salino	Lee
23	Purchasing and Supply Management	Chris McGough 703-324-3288	Government Center, Suite 427	The intern will be responsible for researching the emerging field of environmentally preferable purchasing and assist in searching for a way to purchase more low-impact, environmentally friendly products. The world of green procurement deals with reducing emissions, saving energy, preventing erosion, improving human health, minimizing waste, and so much more! No specific knowledge is needed, but an interest in environmental issues is important. The internship will have a few other environmentally related projects in which the intern will research, analyze and present findings to management. The intern will also be invited on a field trip to see first hand how the County engages in environmental protection.	Angeli Espeleta Mendoza	Lee
24	Sheriff's Office	2nd Lt. Charise Thompson 703-246-3246	Massey Building, 4110 Chain Bridge Road, Public Safety Complex, Fairfax, VA	The intern will have a variety of opportunities including exposure to all four divisions in the Office: Administrative, Court Services, Confinement and Support Services. Computer skills and general office knowledge would be helpful. The intern will observe court trials, see the Criminal Justice Academy and ride along with Civil Enforcement Deputies.	Precious Lockhart	West Potomac
25	Sheriff's Office	2nd Lt Jason Brown 703-246-3262	Massey Building, 4110 Chain Bridge Road, Public Safety Complex, Fairfax, VA	The intern will be provided exposure to a variety of areas of the agency so that they receive a well-rounded experience. The intern will develop an understanding of the Sheriff's Office and their role in local government as well as public safety. The intern will be exposed to Applicant Screening, Classification, PRC, PRC ride-along with Work Release, Courts, Track, Range, Civil Enforcement ride-along, view a cell search and walk-thru, and the Academy. The intern will need to have computer and administrative skills.	William Datta	Westfield
26	Department of Information Technology - GIS System	Thomas Conry 703-324-3909	12000 Government Center Parkway Suite 117	The GIS office operates a customer service counter to assist citizens in finding and using geographic information on the county. Most of the inquiries are related to parcels and property ownership. The office has an extensive archive of aerial imagery and map documents that are in the process of being inventoried and documented. The office also provides GIS support to county business and carries out GIS projects for agencies. The candidate could be expected to work with Microsoft Office tools (Word, Excel) to assist in the inventory and assist at the customer service counter. Depending on the project requests from County agencies the candidate will accompany GIS staff as they work with the agency to determine their requirements and assist in solving their Geographic problems.	Mendel Chen	Thomas Jefferson
27	Department of Information Technology	George Hohmann 703-324-4543	12000 Government Center Parkway Suite 527	The intern will work in the Finance and Administration Section of the Department of Information Technology. Duties include assisting the budget and finance staff on a number of activities including budget tracking and reporting, data integrity and document packaging. Additional duties will include assisting the accounts payable section in invoice routing and monitoring as well as working with the contract administration team on action items such as the follow-up requests for new contracts and amendments. This intern will also attend various DIT management meetings to experience the kind of administrative, budget and information technology issues that our department deals with on a regular basis.	Tenzin Namdol	Marshall

2009 Youth Leadership - Summer Internships

	County Agency	Contact	Location	Description	Student Name	High School
28	Area Agency on Aging	Ruth Regan 703-324-5492	12011 Government Center Parkway, Suite 708	The 8 workers in the Volunteer Solutions unit recruit, train, and match volunteers with Adult and Aging clients. The volunteers provide older adults and adults with disabilities with a variety of services, such as transportation to medical appointments, help with grocery shopping, and minor home repairs. Our program also provides administrative support for Fairfax Pets on Wheels, which offers pet visits to residents of nursing homes. More information about our programs can be found at www.fairfaxcounty.gov/aaa . The intern will assist the staff with volunteer recruitment by creating fliers, accompanying staff to volunteer fairs and speaking engagements, and sitting in on volunteer interviews. The intern may experience the work that the staff and volunteers do by shadowing the volunteer manager in each of our 4 offices. The intern will assist with newsletters and electronic birthday cards to volunteers.	Elizabeth Esser	Centreville
29	Department of Systems Management for Human Services	Telly Whitfield 703-704-6730	South County Center 8350 Richmond Highway, Alexandria	At the Regional Community Development level, staff brings together residents and providers, to learn about issues and programs and to collaborate on problem-solving through roundtables, forums, and workshops, as well as creates bridges through partnerships with human service organizations, the schools, police, and others to develop exciting approaches to building strong neighborhoods and healthy families. As a team member in the Region 1 Office, the intern will have many opportunities to learn from the staff's broad skills and experiences. Projects for the intern are varied and may include: Strategic Planning and Balanced Scorecard Support, Project Planning, and Community Involvement.	Stephen Howell	West Potomac
30	Department of Transportation	Ellen Gallagher 703-877-5764 Charlie Strunk 703-877-5766	CentrepoinTE	The intern will work on pedestrian, bicycle and bus stop programs. The intern will also work with the Capital Projects and Special Operations Division. The intern will be expected to interpret maps and collect field data.	Kristen Adams	Hayfield
31	Department of Systems Management for Human Services Research, Analysis, and Projects Services (RAPS)	Sophia Dutton 703- 324-5134	12011 Govt. Center Parkway (Pennino Building)	The intern will be exposed to process redesign, Youth Survey, Balanced Scorecard, and focus groups related to executive recruitment. The intern will be asked to be flexible and multi-task on multiple projects performing general office duties. Typical duties include data entry, collating meeting packets/binders, note-taking at project meetings, typing notes, preparing mass mailings, and compiling data for performance measurement. Proficiency using Microsoft Office (Excel, Word, and Powerpoint) and attention to detail are key.	Askash Malhotra	Falls Church
32	Park Authority - Trips and Tours/Class Programming	Jennifer Braun 703-324-5540	Herrity Building - Government Center Complex	The intern will work with the classes, trips and tours program within the Park Authority. Duties will include: answering phones and emails, responding to customer questions, assisting with tours preparation (including making reservations, tour research, and packet preparation), dealing with class instructors, and general office duties.	Jonathan Torre	Marshall
33	Mason District Supervisors Office	Fran Tunick 703-256-7717	6507 Columbia Pike, Annandale	The intern will learn about the daily operations of the Mason District Board of Supervisor's Office.	William Hoopes	JEB Stuart
34	Department of Information Technology	Gregory Scott 703-324-5490	12000 Government Center Parkway Suite 524	The intern will work within the Department of Information Technology on E-government technology projects.	Joe Choi	Woodson