



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

Human Resources Department

101 Schaumburg Court
Schaumburg, IL 60193
www.schaumburg.com

FIRE PUBLIC EDUCATION Intern - Unpaid

The Village of Schaumburg employs approximately 600 employees in a variety of departments within the organization, such as police, fire, public works, engineering, finance, human resources, cultural services, community development, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be. Schaumburg is a thriving community of 75,936 residents located 12 miles west of O'Hare International Airport and approximately 26 miles northwest of the City of Chicago. The community is the base of the second largest concentration of retail, office and commercial activity in the state of Illinois and was recently named by Money Magazine as one of the Top 10 Best Places to Live!

Internship Goals:

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

Internship Schedule:

- Flexible days and times based on 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 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 check 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