



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

Human Resources Department

101 Schaumburg Court

Schaumburg, IL 60193

www.schaumburg.com

Community Development/Code Enforcement 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 experiential learning opportunity in the area of Code Enforcement with a main concentration of focus on all aspects of local ordinance enforcement.
- Provide insight into working in the Community Development Department which includes various areas of Building, Engineering, Health, Licensing, Planning, and Administrative Adjudication.
- 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 – 5:00p.
- Willing to coordinate with school for class credit.

Essential Internship Functions:

- Gain an overview of the local ordinance enforcement process.
- Learn about ordinances relating to Zoning, Property Maintenance, and Licensing.
- Gain an overview of the Administrative Adjudication system.
- Learn about documentation and notification requirements.
- Learn about how ordinances are created and approved in a municipal organization.

Requirements:

- Currently enrolled in a Community Development, Criminal Justice, Environmental Health, Legal, Planning, or similar degree program.
- Interest in pursuing a career in all areas of Criminal Justice, Community Health Promotion, Planning and Urban Development, or similar careers.
- Minimum 18 years of age.
- Criminal background check must be completed with satisfactory results.
- Ability to keep information confidential.
- Good communication and interpersonal skills both written and over the phone.
- Computer proficiency.
- Ability to perform property research to gather background information for



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enforcement purposes.

- Ability to assist Code Enforcement Inspectors with notifying property owners of code violations and establishing a compliance period for noncomplying issues.
- Should be detail oriented, self-motivated, and possess superior organization and writing skills.

If you are interested in submitting an application for this unpaid Community Development/Code Enforcement Intern position, please click on [Volunteer Application](#) or go to our website under [How Do I > Volunteer](#).

THE VILLAGE OF SCHAUMBURG IS AN EQUAL OPPORTUNITY EMPLOYER