

MONTGOMERY COUNTY GOVERNMENT INTERNSHIP PROGRAM

About the Internship Program

The Montgomery County Government Internship Program, administered by the Office of Human Resources (OHR), is a work-based learning opportunity for high school and college students emphasizing professional development and teaching important workforce skills. The Program provides paid and unpaid opportunities to explore and obtain experience in how Montgomery County Government delivers high-quality services to its residents. The Internship Program serves as a way for students to learn soft skills, develop career awareness, learn about local government, and draw connections between the materials learned in class with the work performed in a public service environment.

Whether you're participating in a paid or unpaid internship, the various paths to public service can lead to a variety of occupational fields in Montgomery County Government: Clerical/Administrative; General Professional; Health Care/Social Service; Information Technology; Managerial/Executive; Public Safety; and Skilled Trades.

By mentoring and coaching interns, OHR aims to achieve its goals:

- Deliver an enriching internship experience for both interns and County employees
- Provide interns with a better understanding of Montgomery County Government operations, and
- Establish Montgomery County Government as an employer of choice and create pathways to public service for individuals starting their careers.

FAQ – Internship Program

What are the benefits of interning with Montgomery County Government?

Gain valuable work experience. As an MCG Intern, you can add marketable work experience and skills to your resume when competing for jobs in your chosen career field.

Build career networks. Through the internship, you will have various opportunities to interact and work side-by-side with professionals in your chosen career field.

Explore different career options. As a high school or college student you may choose to focus on a particular major or career path. As an MCG Intern, you will have an opportunity to examine and explore one or more career fields to confidently select your career path.

Gain on-the-job training. MCG Interns benefit from hands-on-training by applying and combining theoretical classroom knowledge into an actual work environment. The learning

experience is enhanced through embracing constructive feedback, anticipating expectations, problem solving, and preparing for improvement.

Earn high school or college credit. Some academic programs provide course credit for work experience as a requirement for graduation and some programs require an internship as an elective course for credit. Contact the career center/academic advisor at your academic institution to find the requirements for earning academic credits for internships.

Flexible scheduling. A Monday through Friday, 8 a.m. to 5 p.m. schedule isn't convenient for every student. By coordinating with a department's Intern Supervisor, schedules can be made flexible depending upon your school schedule and the nature of the work assignment.

Public and community service. The Montgomery County Government Internship Program provides a unique opportunity for students to explore professions, prepare for a career in public service and serve the local community. The program is designed to mentor and cultivate professional development, strengthen understanding of Montgomery County Government services and the customers we serve, and prepare students for future public service.

Who is eligible for the Internship Program?

Students who are enrolled in a degree program from an accredited college or university and local high school students may apply for the County's Internship Program.

Do you have to be in college to apply?

You do not have to be in college to apply for the Internship Program. Applicants must be at least 18 years of age on or before the first day of the internship assignment, and meet at least one of the following criteria:

- Applicants must currently be enrolled in an undergraduate or graduate degree program at a college, community college, or university;
- Applicants must have graduated from an undergraduate or graduate degree program at a college, community college, or university no more than two years before the first day of the internship; or
- Applicants, ages 14 through 17 may only work with a work permit (certain restrictions may apply depending on the nature of the intern assignment).

Does the County's Internship Program accept individuals with disabilities?

Yes, the Internship Program accepts individuals with disabilities. The County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. If you need accommodation for the application process or the internship assignment, please contact OHR at (240) 777-5000, (240) 777-5126 (TTY), or email us at special.accommodations@montgomerycountymd.gov. Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.

Do you have to be a U.S. citizen to apply?

Montgomery County Government intern opportunities do not require U.S. citizenship; however, certain departments require U.S. citizenship, such as the Department of Police. For more information, please refer to the department's web site pertaining to internship opportunities, such as Police, Department of Corrections and Office of the Sheriff.

Do you have to be a resident of Montgomery County to apply?

No, internship opportunities do not require that applicants be Montgomery County residents.

How are interns selected?

An applicant creates an online account, completes an online application and uploads their resume to the Internship Database by clicking the following link: <https://www2.montgomerycountymd.gov/OHRInternship/Display.aspx>. Managers from various departments will then be able to review resumes, contact applicants for interview, and select an applicant for an internship opportunity for current and/or prospective internship opportunities. Because availability of internship positions depends on a departments' needs, we keep the internship applicants' resumes in our active file for six months.

When is the deadline for applying?

You may apply for internship opportunities year-round. Typically, the internships are offered on a semester basis (Fall/Spring). Internship opportunities may also be posted on the County's website at <https://www2.montgomerycountymd.gov/OHRInternship/>.

How long should my resume be and what should it include?

Your resume should be concise and include a summary of your key strengths, skills and achievements. Summarize your specific internship field of interest and career objectives, such as information technology, finance, human resources, public policy, law, etc. Your resume

should also include your education and any academic courses that are relevant to your internship field of interest, work experience, extracurricular activities, and service experiences, such as volunteering, community engagement, etc.

Be sure to also include your availability to intern (e.g., Fall, Summer, June to September, etc.).

How do I apply?

For consideration of any current and future general intern opportunities, students should create an online account, complete the online application and submit their resume submit by clicking on the following link

<https://www2.montgomerycountymd.gov/OHRInternship/Display.aspx>.

How long does the internship last?

An MCG Internship is typically a semester in length. However, longer internship work opportunities may be available depending on your academic institution's work experience program.

How many hours is an intern expected to work?

Interns are expected to work up to 20 hours per week. Flexibility concerning the days, number of hours, any additional hours, and time interns will work depends upon the school schedule and the nature of the work assignment. Interns can coordinate flexible work schedules with their department's Intern Supervisor.

Is the internship a paid position?

The vast majority of County internship opportunities are unpaid. Applicants are encouraged to contact educational institutions and other non-profit organizations to apply for assistance as needed.

For paid internships, please check our web site www.montgomerycountymd.gov then click on Careers and follow the relevant links.

Can I earn academic credits while working as an intern?

Some academic programs provide course credit for work experience as a requirement for graduation and some programs require an internship as an elective course for credit. Contact the career center/academic advisor at your academic institution to find the requirements for earning academic credits for internships.

Where can I expect to work?

A list of various Montgomery County Government Executive Branch Offices and Legislative Branch Offices are listed at

<http://www2.montgomerycountymd.gov/MCGAppPortal/Departments.aspx>.

Applicants should become familiar with the various departments, program areas and locations that are relevant to their areas of interest/focus.

What is the role of the Montgomery County Government Intern Supervisor?

The Intern Supervisor develops the work assignments to meet the needs of the organization and the student. The Intern Supervisor also provides orientation to the MCG Intern on the first day, and frequently meets with the intern to provide instructions, guidance and feedback.

What do I need to do when I finish the internship?

Before completing your internship you will have an opportunity to discuss your experience with your Intern Supervisor. You will be given the opportunity to complete an evaluation form to provide feedback on your internship experience. We value intern feedback and use it to improve the Internship Program for future interns.

Do some departments offer specialized internships?

A variety of Montgomery County Government departments offer specialized opportunities to intern or volunteer:

Office of Human Resources

The Office of Human Resources provides a proactive and responsive human resources program that attracts, develops and retains a diverse, high-performing and well-qualified workforce.

- [Customized Employment Public Intern Project](#)
The Customized Employment Public Intern Project was created based on the County's knowledge that people with significant disabilities often have difficulty accessing County government positions. As an employer, Montgomery County Government recognizes

that there are many job candidates with disabilities who have much to offer, but have difficulty competing for traditional jobs within the government.

Contact: Marie Parker at mparker@montgomeryworks.com or 240-283-1574.

- [QUEST](#)

QUEST is an internship program that provides the opportunity for people with disabilities to be matched with Maryland State agencies for internships and mentoring services. QUEST internships are voluntary and unpaid. Interns receive valuable training and experience, while enhancing their knowledge, skills and abilities.

Contact: Denise Carter-McCormick at denise.carter-mccormick@maryland.gov.

- [Project Search](#)

Project SEARCH is a program dedicated to providing education and training to young adults with intellectual and developmental disabilities through an innovative workforce and career development model that benefits the individual, the workplace and community. The primary goal of this program is to secure competitive employment opportunities for intern graduates either with Montgomery County or in the community.

Contact: Karen Hochberg at karen.hochberg@montgomerycountymd.gov;
Steve Blanks at sblanks@seeconline.org; or
Lu Merrick at lmerrick@ivymount.org

[Office of Legislative Oversight](#)

The Office of Legislative Oversight provides accurate information, analysis, and independent findings and recommendations that help the County Council fulfill its legislative oversight function. Legislative oversight is the process by which a legislative body monitors the performance of publicly-funded activities and applies this knowledge to its primary functions of enacting laws, establishing public policy, approving budgets and raising revenues.

Contact: Kelli Robinson at kelli.robinson@montgomerycountymd.gov.

[Department of Environmental Protection](#)

The mission of the Department of Environmental Protection (DEP) is to protect and enhance the quality of life in our community through the conservation, preservation, and restoration of our environment, guided by the principles of science, resource management, sustainability, and stewardship, and provide solid waste management services, including recycling, in an environmentally progressive and economically sound manner.

To apply for DEP internship opportunities, please visit:

<https://www.montgomerycountymd.gov/DEP/DEPcommon/internships.html>

Department of Correction and Rehabilitation

The mission of the Department of Correction and Rehabilitation is to protect and serve the residents of Montgomery County and the general public by providing progressive and comprehensive correctional, rehabilitative, and community re-entry services. These functions are achieved through the employment of well-managed and effective correctional programs, including: the use of pretrial supervision; secure incarceration; community treatment; reintegration programs; highly accountable security methods and procedures in each operating unit and program; and effective and progressive administration and management oversight.

For opportunities in the correctional facility, contact: Christine Delcid at 240-773-9898.

For opportunities pre-release and reentry services, contact: Ada Bartley at 240-773-4233.

For Community Correctional Intern opportunities, please visit:

<http://www.montgomerycountymd.gov/cor/volunteers.html>

Police Department

The mission of the Montgomery County Department of Police is to safeguard life and property, preserve the peace, prevent and detect crime, enforce the law, and protect the rights of all citizens. We are committed to working in partnership with the community to identify and resolve issues that impact public safety.

For more information on intern/volunteer opportunities, please visit:

<http://www.montgomerycountymd.gov/pol/volunteer/index.html>

County Attorney's Office

The Office of the County Attorney provides legal advice and services to County departments, agencies, boards, and commissions, as well as the County Council.

Opportunities to intern in the Office of the County Attorney are posted on various law school websites. Click on the department link above for more information.

Department of Transportation

The mission of the Department of Transportation programs are to: provide an effective and efficient transportation system to ensure the safe and convenient movement of persons and vehicles on County roads; plan, design, and coordinate development and construction of transportation and pedestrian routes to maintain the County's transportation infrastructure; operate and maintain the traffic signal system and road network in a safe and efficient manner; and develop and implement transportation policies to maximize efficient service delivery.

The Division of Parking Management coordinates with local schools to acquire students that generally participate in business and science programs. Click on the department link above for more information.

[Department of Public Libraries](#)

Montgomery County Public Libraries offers free and equal access to services and resources that connect the people of Montgomery County to ideas and information which sustain and enrich their lives.

For intern and volunteer information, please visit:

<http://www.montgomerycountymd.gov/library/about/volunteer.html>

[Department of Health and Human Services](#)

The mission of the Department of Health and Human Services (DHHS) is to promote and ensure the health and safety of the residents of Montgomery County and to build individual and family strength and self-sufficiency.

The Department coordinates through the Office of Human Resources to provide graduate and post graduate students with opportunities to intern in DHHS programs and toward obtaining social work and/or therapist licensure.

Contact: Michaela Johnson at 240-777-5063 or Michaela.Johnson@montgomerycountymd.gov

[Office of Consumer Protection](#)

Montgomery County Office of Consumer Protection is responsible for enforcing consumer protection laws that prohibit unfair and deceptive business acts to ensure a fair marketplace for consumers and businesses.

Contact: Lorena Bailey at 240-777-3781.

For volunteer program information, please visit:

<http://www.montgomerycountymd.gov/ocp/consumer/volunteer.html>

[Department of Recreation](#)

The Montgomery County Department of Recreation provides high quality, diverse, and accessible recreation programs, services and facilities that enhance the quality of life for all ages, cultures, and abilities. These programs serve the recreation and leisure needs of the Montgomery County community.

For volunteer opportunity information, please visit:

<http://www.montgomerycountymd.gov/rec/how/volunteer.html>

What if I have more questions or need further information/guidance?

Contact: Mani Persaud, Montgomery County Government Internship Program Manager, at

Mani.Persaud@montgomerycountymd.gov or 240-777-5055.