

Bureau of Emergency Services Intern

Role and Responsibilities:

- Assist EMS educator in classroom and training center
- Assist Fire coordinator in classroom and training center
- Assist in the creation of educational handouts and marketing
- Learn about operations in the EOC (emergency operations center)
- Observe and learn about 911 dispatch center
- Collect statistics relating to EMS response in the field
- Assist with clerical work including filing and data entry

Qualifications and Education Requirements:

Must be enrolled in High School or College at the time of application.

Specific Majors, coursework or backgrounds that would be helpful to this work:

- Nursing/PT/ER Technician
- EMT/Paramedic/First Responder
- Emergency Management
- Fire Science

Preferred Skills:

- Computer skills
- Ability to work well with others
- Ability to work independently

Department: Bureau of Emergency Services

Location: Donald B. Smith Governmental Campus
110 Old Route 6
Carmel, NY 10512

Hourly Rate:	High School Student	\$12
	College Student	\$13
	Graduate Student	\$14

Schedule: 28 hours/week for 8 weeks



PUTNAM COUNTY

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IN LEADERS OF
TOMORROW