



CALUMET TOWNSHIP TRUSTEE OFFICE

Lake County, Indiana

TAI A. ADKINS, Trustee

Main Office: 610 Connecticut Street, Gary, IN 46402 (219) 880-4000 Fax: (219) 880-1851
Multi-Purpose Center: 1900 West 41st Avenue, Gary, IN 46408 (219) 880-4900

SUMMER INTERNSHIP APPLICATION FORM

Name:		Date:	
Address:	City:	State:	Zip:
Phone Number:	Email:		
Date of Birth:			
College/University/High School:			
Major:			
Do you have any relatives that work for the Calumet Township Trustee's Office? Yes / No			
If yes, please list:			
EMERGENCY CONTACT			
Name:		Relationship:	
Address:		Phone:	
<p>On a separate sheet of paper, please include the following information in a typed format:</p> <ul style="list-style-type: none">• Do you have any prior volunteer or work experience? If yes, please describe your role(s) and responsibilities.• List any awards and recognition you have received. <p>Choose 1 (one) of the following questions to answer:</p> <ul style="list-style-type: none">• "What does community service mean to you, and how do you hope to make a positive impact during your time with Calumet Township?"• If you could start a community program for youth, what would it be and why?			

JOB DESCRIPTION

TITLE: Summer Intern

SUPERVISED BY: Department Manager/Deputy

Summary of Position:

You will have an opportunity to provide general assistance to one of the various departments while obtaining valuable knowledge and experience of working within the operations of the Calumet Township Trustee's Office.

Duties and Responsibilities:

- Provide professional and courteous assistance to the department.
- Clerical assignments, but not limited to:
 - Answering phones
 - Operating office machines i.e., copier, fax, computer.
 - Greeting Clients
 - Attend meetings
 - Assist with Special Projects i.e. Uniform Distribution, Food Pantry, etc.
- Duties assigned by the Department Manager/Deputy.
- Duties assigned by the Trustee.

Qualifications:

- High School Student (16 years or older)
- College Student pursuing an undergraduate degree
- Comfortable using tools like Microsoft Word, Excel, or Google Docs
- Must have reliable transportation to and from the Township office or assigned work locations