



Polk County Emergency Management Agency

Fall 2026 Internship Program

ROLLING APPLICATION PERIOD

**55 Clines Ingram Jackson Road, Cedartown, GA. 30125
(770) 748-3439 | ema@polkga.org
EMA Director Bobby Dockery | EMA Coordinator Landon Hendrix**

MISSION

The mission of the Polk County Emergency Management Agency is to protect our communities by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

INSTRUCTIONS

We appreciate your interest in the Polk County Emergency Management Agency Internship Program.

Carefully review the entire internship packet to ensure you meet the necessary qualifications for an internship with the Polk County Emergency Management Agency (Polk County EMA).

To apply for an internship with Polk County EMA, submit a cover letter, copy of your resume, a writing sample, and completed Internship Application (attached to this packet) to Polk County EMA.

You may mail or email your completed application documents to:

Polk County EMA

55 Clines Ingram Jackson Road

Cedartown, GA. 30125

ema@polkga.org

Contact your academic advisor, school counselor, or professors in your academic school to obtain course credit, if needed.

Please direct any internship-related questions to Polk County EMA by emailing them at ema@polkga.org or by calling the office at (770) 748-3439.

INTRODUCTION

The Polk County EMA Internship Program offers a highly competitive opportunity for college level students and recent graduates to gain hands-on experience in such fields as emergency management, public administration, emergency planning, emergency operations, communications, and community preparedness in a real world setting.

Interns will garner in-depth information in emergency management's mission areas: prevention, protection, response, recovery, and mitigation. In addition to highly substantive and meaningful projects, interns gain in-depth knowledge of the field by completing formal training courses, participating in exercises, providing support to real-world incident and event management, and networking with emergency managers across the region, state, and nation.

The internship experience should be one that strengthens an area(s) the intern is lacking in real-world experience and knowledge. Students who intern with Polk County EMA will be able to use the experience to build resumes, gain valuable experience in emergency management principles, and gain entry into the emergency management/public administration field.

Polk County EMA welcomes student interns who are pursuing a degree in the field of Emergency Management, Disaster Preparedness, Homeland Security, Public Administration, Public Health, Public Safety, Fire Science/Administration or other related field excluding criminal justice.

All internships with the office are unpaid; however, they are designed to be flexible enough to accommodate busy academic schedules. Unless otherwise required by the degree program issuing credit, significant office hours are not required. Instead, we operate an outcome-based internship where we agree to the goals and objectives at the beginning of the semester, and you apply yourself accordingly to meet those goals. Internships for credit may be subject to additional requirements of your degree program that may include weekly journals and a term paper.

The type of work performed will depend first on the student's requirements and then the needs of Polk County EMA at the time of the internship. The following projects will be offered/assigned to the intern to help the student gain a better understanding of emergency management and public administration:

- Attend training and education programs provided by the emergency management community within our region;
- Attend meetings with other departments;
- Create and review plans, policies and procedures including Standard Operating Procedures (SOPs), Hazard Mitigation Plans, Local Emergency Operations Plans (LEOP), etc.;
- Assist in the development of public awareness materials and programs;
- Design, develop, and/or conduct exercises;
- Assist emergency management personnel in responding to emergencies and disasters;
- Conduct research for plans and programs; and
- Work special events.

Polk County EMA will expose the student intern to as much as possible within the organization to give the student a variety of experiences. In addition to participation in substantive and meaningful projects and time set aside to take related emergency management courses, the interns gain in-depth knowledge of the field by networking with emergency management officials.

*****Please see the Internship Position Description for more detailed information on page 5.**

WORK SCHEDULE

Polk County EMA recognizes the need to be service-oriented in providing established services to a diverse group of customers. A typical business day is Monday through Friday from 9:00 A.M. to 5:00 P.M.

In order for students to gain enough experience in the emergency management field to benefit him/her in the workplace, interns are required to work for a semester. The student and a assigned member of Polk County EMA will work to establish a flexible work schedule.

MINIMUM QUALIFICATIONS

To be considered for the Polk County EMA Internship Program candidates must meet the following requirements:

- Graduated from an accredited high school or GED.
- Currently enrolled in an accredited institution pursuing either undergraduate or graduate degree in Emergency Management, Disaster Preparedness, Homeland Security, Public Administration, Public Health, Public Safety, Fire Science/Administration or other related field excluding criminal justice.
- Be in good academic standing with a GPA of 3.0 or higher.
- Be able to pass a criminal background check and a drug test.

DRESS CODE

The public does not know the difference between an intern, volunteer and a paid staff member. As such, business casual dress is the standard for office dress code. Dress with your duties in mind; dress neatly and professionally. If resources are available a uniform may be issued to you for the duration of the internship. Remember that you are as much a representative of Polk County EMA as the paid staff. Please wear your identification badge at all times. When attending meetings with outside organizations students are expected to represent the division appropriately.

REQUIREMENTS FOR COMPLETING INTERNSHIP

Interns deserve a true introduction to emergency management that gives them experience in a number of areas related to their interests and potential degree. Polk County EMA will coordinate a written developmental plan for the intern's experience.

Similar to a job description, the plan will lay out a developmental path with specific outcomes. This gives the interns a good picture of what their experience will encompass in emergency management.

The written plan also provides a guide path. The written plan lays out the responsibilities of the employer to provide developmental opportunities for the interns including meetings to attend, projects to work on, time spent with various staff members, and job tasks to learn.

At the completion of the internship Polk County EMA suggests all interns take advantage of the following:

- Produce and/or participate in at least one exercise (tabletop, functional, or full scale) exercise.
- Complete at least five FEMA or State level emergency management courses.
- Attend at least one local or state emergency management meeting with other professional emergency management/homeland security practitioners.
- Complete at least one project involving a planning activity.
- Utilize networking opportunities with other emergency managers.

INTERN'S RESPONSIBILITIES

- Provide college/university advisor contact information to Intern Supervisor.
- Attend and complete any training programs.
- Adhere to the policies and duties outlined by Polk County EMA.
- Affiliate with a professional organization in the student's area of interest or specialization.
- Perform work assignments to the best of your ability.
- Help provide public information and outreach.
- Assist staff in the day-to-day operations.
- Answer inquiries by phone and through written communications.
- Prepare documents and reports.
- Assist with research assignments and special projects.
- Attend meetings or community events.

AGENCY AND SUPERVISOR RESPONSIBILITIES

- Provide interns with an atmosphere in which they will develop their professional and personal growth.
- Facilitate the transition from classroom to the professional world.
- Set up an initial conference with the intern to determine their specific needs and adapt the training program to meet those needs.
- Assist intern with developing internship goals and objectives.
- Confer with the intern at least once a week to arrange schedules, discuss work performance and to correct any problems that may arise.
- Inform the intern of all personnel policies and procedures.
- Assist the intern in meeting their specific university requirements if the internship is used for college credit.
- Evaluate the intern's performance and submit the results on the forms provided to the university's internship coordinator or appropriate party.
- Provide intern with educational/training opportunities.
- Provide a wonderful opportunity to develop that first, and possibly career-long relationship, with an individual who cares about and is committed to their success.

INTERNSHIP POSITION DESCRIPTION

POSITION SUMMARY

This internship is a supplement of academic instruction and provides the opportunity to turn classroom instruction into practical application in the workplace. The intern will draw upon the knowledge gained through their college coursework in order to perform the principal assignment and/or projects of this internship.

****NOTICE: This internship is an unpaid internship.**

COMPLEXITY/SCOPE OF WORK

The purpose of this position is to allow students pursuing a undergraduate or graduate degree in Emergency Management, Disaster Preparedness, Homeland Security, Public Health, Public Safety, Fire Science/Administration or other related field to apply learning to the real world and to provide support to Polk County Emergency Management Agency (EMA).

MAJOR DUTIES

- Assist in the planning and execution of emergency preparedness outreach events including presentations, informational booths, and other events as deemed appropriate.
- Assist in the development of communications materials including social media messaging, informational graphics and videos, instructional guides, outreach flyers, and other materials as deemed appropriate.
- Assist in the development and execution of staff training and exercises including CERT Training, CRASE Training, Stop the Bleed training, Narcan training, and other training as deemed appropriate.
- Assist in the development of emergency plans including data collection, research, writing, meeting with involved partners, and other responsibilities as deemed appropriate.
- Assist staff in the day-to-day operations of the Emergency Management Agency including attending meetings, EOC activations, and call outs to support emergency response/disaster operations.
- Other duties as needed, reasonable, and prudent.

WORK ASSIGNMENTS & ACTIVITIES

Selected interns will learn the following:

- How the local Emergency Management Agency works with local, state, and federal agencies, nongovernmental organizations to prepare, respond, and recover from emergencies and disasters.
- Different roles and responsibilities in the office during normal work days and how roles change during emergency situation.
- Learn about policies and laws related to SARA Title III, EPCRA, and Local Emergency Planning Committee (LEPC).
- Leadership and Coordination Skills.

- Specialized training in Planning, Training & Exercises, Mitigation, Response, Protection, Recovery as a part of Specialized Training and Education Level of the Emergency Management Core Competencies established by FEMA.

Interns will increase their knowledge in:

- the principles and practices of emergency management;
- the organization, structure and function of county government;
- business writing and report preparation;
- required records maintenance and necessary report preparation;
- presentation development and delivery;
- application of relevant federal, state and local laws, codes, rules, regulations and guidelines.
- research and analysis techniques; and
- client interaction and project management.

Interns will also increase their ability to:

- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population;
- prepare clear and concise written reports and presentations;
- prioritize and resolve problems;
- exercise initiative and judgment; make decisions within the scope of assigned responsibility
- establish and maintain effective work relationships with elected officials, department heads, associates, volunteers, and the general public; and
- analyze and solve work related problems

Interns will have the opportunity to tour other public safety facilities such as Fire Departments, Police Departments, EMS, and Public Health facilities to learn how emergency response operations are coordinated.

The intern will have opportunities for networking with professionals in various positions in public safety, public health, emergency management and government. This networking can lead to connections, potential job opportunities, and insights into the industries involved.

Interns will receive certification in independent study courses including NIMS 100, 200, 700 and 800 as well as other important independent study courses. Additionally, interns will have the opportunity to partake in any training offered by the agency. They also may partake in approved training from other departments.

If applicable, work assignments will be adjusted based on the interests and career aspirations of the intern to provide the most beneficial experience possible.

SUPERVISORY CONTROLS

The intern will be assigned to a member of the Polk County EMA staff for the duration of the internship. The person assigned will assign work in terms of general instruction. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

PHYSICAL DEMANDS OR WORK ENVIRONMENT

The majority of the work is performed in the usual office environment. There may be an opportunity to travel to off-site locations. Interns may be asked to serve in the Emergency Operations Center in an operational support capacity during exercises, emergencies, or disasters. Interns may be required to lift both light and heavy objects at times. At no time will an intern be permitted to be in a IDLH (Immediately Dangerous to Life or Health) environment.

MINIMUM QUALIFICATIONS

- Graduated from an accredited high school or GED.
- Currently enrolled in an accredited institution pursuing either undergraduate or graduate degree in Emergency Management, Disaster Preparedness, Homeland Security, Public Administration, Public Health, Public Safety, Fire Science/Administration or other related field excluding criminal justice.
- Be in good academic standing with a GPA of 3.0 or higher.

PREFERRED QUALIFICATIONS

- Working knowledge of basic emergency management principles.
- General workplace practices

GENERAL REQUIREMENTS

- An intern's schedule will depend on individual academic requirements, educational workload and personal schedule.
- Interns may set a flexible work schedule, but will only be allowed to work when Polk County EMA staff are present in the building.
- Interns shall dress in a neat, professional manner appropriate for their positions, and if uniforms are provided, the proper uniform shall be worn.

INTERNSHIP APPLICATION

Basic Information

Full Legal Name: _____
Street Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Email: _____

Emergency Contact

Full Legal Name: _____
Street Address: _____
City: _____ State: _____ ZIP: _____
Phone: _____ Relationship: _____

Current Education

Current School Name: _____
Major/Minor: _____
GPA: _____ Year: Freshman Sophomore
 Junior Senior Grad. Student
Academic Advisor/Professor Name: _____
Phone: _____ Email: _____
Street Address: _____
City: _____ State: _____ ZIP: _____
Will you be earning college credits? Yes No

*****If you are earning college credits please ensure that you provide your academic advisor, professor, or intern coordinator for the college contact information.**

Previous Education

Current School Name: _____
Major/Minor: _____
GPA: _____ Credits Earned: _____ Dates Attended: _____
Street Address: _____
City: _____ State: _____ ZIP: _____

Current School Name: _____
Major/Minor: _____
GPA: _____ Credits Earned: _____ Dates Attended: _____
Street Address: _____
City: _____ State: _____ ZIP: _____

Employment History

Current Employer: _____
Supervisor Name & Title: _____
Start Date: ____/____/____ End Date: ____/____/____
Position Title: _____ Phone: _____
Street Address: _____
City: _____ State: _____ ZIP: _____
Description of Duties:

Previous Employer: _____
Supervisor Name & Title: _____
Start Date: ____/____/____ End Date: ____/____/____
Position Title: _____ Phone: _____
Street Address: _____
City: _____ State: _____ ZIP: _____
Description of Duties:

Previous Employer: _____
Supervisor Name & Title: _____
Start Date: ____/____/____ End Date: ____/____/____
Position Title: _____ Phone: _____
Street Address: _____
City: _____ State: _____ ZIP: _____
Description of Duties:

Other Relevant Information

What are your Career goals/plans?

Why do you want to Intern with Polk EMA?

References

Name: _____

Title: _____

Relationship: _____ Phone: _____

Name: _____

Title: _____

Relationship: _____ Phone: _____

Name: _____

Title: _____

Relationship: _____ Phone: _____

By my signature, I also affirm, agree, and understand that all statements on this application are true and accurate. Any misrepresentation or falsification of information on this application may result in expulsion from further consideration of, if selected for the internship.

Signature: _____ Date: ____/____/____