



Caln Township Police Department, Chester County, Pennsylvania

Public Outreach Intern

Caln Township is a township of the First Class and is located in the heart of Chester County, Pennsylvania. The population was 14,428 at the 2020 census. The township was founded by settlers from Calne, Wiltshire in England in 1714. The relationship with Calne, Wiltshire, continues today as the two towns are sister cities. Thorndale, a commercial center within the township, has a SEPTA train station that provides rail service to Philadelphia. U.S. Route 30 is a major arterial roadway through Caln Township. The Police Department is comprised of twenty (20) fulltime officers and two (2) civilian employees.

Summary: The internship is intended to primarily assist the Police Department's Administrative Unit to enhance public outreach, and with the planning and promotion of the 2023 National Night Out Event. The position is to be paid, consisting of twenty (20) hours weekly with a wage of \$15.00 per hour. The Intern will report directly to the Administrative Unit Supervisor, but will interact with other staff, elected officials, and constituents on a regular basis.

The Police Department wishes to strengthen their community focused initiatives to broaden the police-community partnership. The Police Department will also seek the Intern's assistance with the utilization of social media platforms in that effort.

The selected candidate must have strong communication skills, both written and verbal, and feel comfortable working in a police setting. The candidate hired for this position will need to be a motivated self-starter capable of independent guided work. Strong critical thinking skills and a high level of discretion will be necessary. The ideal candidate will conduct themselves appropriately and effectively during interactions with business and governmental entities, and members of the public. The ideal candidate will represent the Caln Township Police Department and Lafayette College in a professional manner.

This internship is an incredible opportunity for the right candidate to gain valuable experience in the day-to-day operations of a local government, to make important decisions independently, to make valuable connections in a field that needs young professionals, and to be able to observe up close the ideals that shape healthy police-community partnerships.

This 8-week internship shall run from June 5th through August 4th. The normal work week shall consist of twenty (20) hours per week between Monday and Friday, with the exact schedule to be

determined by the Police Department and the Intern.

Internship duties shall include:

- Assist with the enhancement of the public outreach efforts of the Caln Township Police Department
- Assist with the enhancement of existing community focused initiatives, and the creation of new initiatives, to boost the police-community partnership.
- Assist with the planning and promotion of the 2023 National Night Out Event.
- Assist in other duties as deemed appropriate.

*** The Caln Township Police Department's motto is "*Policing with the Community*"***

Qualifications:

- Must pass a criminal history record check and be fingerprinted to comply with state and federal standards governing access to law enforcement computer systems.
- Must have a valid driver's license and have transportation to and from the office each workday. Remote work on a limited basis depending on the nature of the assignment.
- Strong communication skills and superior grammar.
- Proficient in Microsoft Office Suite (Primarily Word and Excel)
- Organized, with an ability to prioritize time-sensitive duties.
- Interested in government and community outreach.
- Occasional attendance at meetings may be part of this internship experience.

Compensation:

The intern will be paid a wage of \$15.00 per hour (\$600.00 bi-weekly) in accordance with the bi-weekly pay period schedule. Applicable taxes will be deducted from each paycheck.

Caln Township is an Equal Opportunity Employer. All qualified applicants will receive consideration for internship without regard to race, color, religion, gender, national origin, sexual orientation, disability, or other non-merit factor.

Deadline for Applications:

- **Monday, April 3rd at noon.**
- Resume and cover letter should be addressed to the Chief of Police, Caln Township Police Department. Resume and cover letter should be submitted electronically to Lafayette College Meyner Center Associate Director Nicole Beckett at beckettn@lafayette.edu.
- Questions about the internship should be addressed to Nicole Beckett at the College's Meyner Center, 14 Kirby Hall, phone 610-330-5856.

Important Notice

Students should take note of the College's change in policy whereby students can now one time in their Lafayette career receive one course academic credit while being paid for an internship.