



REQUIREMENTS OF INTERNS/ VOLUNTEERS

MARINE RESOURCES DIVISION

1. Receive a Volunteer Application Packet from Intern Coordinator
2. Send the following via email (rkturpin@myescambia.com) you can drop them at office (Center Office Complex 3363 West Park Place, Pensacola FL 32505)
 - a. Volunteer Application Packet
 - b. Resume or Curriculum Vitae
 - c. Letter of interest to include projects interest
 - d. Availability (10-30hour/week for at least 3 months)
 - e. At least 2 references
3. Interview with the Mr. Robert Turpin (Marine Resources Division Manager) and Intern Coordinator
4. After approval :
 - Receive an ID badge and a county email and username
 - Assigned a project if not already done
5. Requirements for the internships:
 - Complete an Intern Orientation
 - Read and sign the Standard Operating Procedures for Marine Resources Division
 - Take notes in the field journal on your project
 - Complete Volunteer Time Sheets to keep record of your hours
 - Opportunity to add ideas to existing projects or suggest new projects
 - Participate in the intern symposium at the end of your internship regarding your project
 - Complete a brief report on your project, your procedures are written down;
 - Schedule an exit interview with Intern Coordinator
 - Return your ID badge
 - Sign a photo-release (optional)