

# Web Content – Berkley Summer Internship Program

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The Town of Berkley is excited to offer a Summer Internship Program for college students interested in gaining professional experience while contributing to local government operations. This unpaid internship is a great opportunity to build your resume, develop new skills, and engage with civic projects that support the Berkley community.

## Internship Details

- Program Duration: June 23 – August 15, 2025
- Time Commitment: Approximately 10 hours per week
- Location: Remote and/or in-person work based on assigned project
- Compensation: Unpaid (for educational and experiential purposes only)

## What You'll Gain

- Experience working with municipal departments
- Professional supervision and feedback
- Skill development aligned with your field of study
- A project portfolio to support future career opportunities

## How to Apply

To apply, please submit a letter of interest and your resume to the Town Administrator's Office through email address **[selectmen@berkleyma.us](mailto:selectmen@berkleyma.us)**. Applications will be accepted on a rolling basis until positions are filled. Selected candidates will be contacted to complete the necessary agreement forms.

## Commitment to Inclusion

The Town of Berkley is committed to ensuring all students have access to meaningful learning experiences. We welcome applications from individuals of all backgrounds and encourage broad participation.

# Town of Berkley Internship Agreement Form

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This form confirms participation in the Town of Berkley's unpaid internship program. The purpose of the internship is to provide educational and professional development experience.

## Internship Terms

- This internship is unpaid and does not include compensation, benefits, or a promise of future employment.
- The internship is for a limited duration: June 23 – August 15, 2025, at approximately 10 hours per week.
- The intern will be supervised by a designated town staff member and receive periodic feedback.

## Intern Responsibilities

- Actively participate in assigned projects and tasks.
- Adhere to applicable town policies and professional standards.
- Communicate regularly with the supervisor and complete required forms or reflections.

## Town Responsibilities

- Provide supervision and support aligned with the intern's learning goals.
- Ensure tasks are educational and do not replace or displace town employees.

## Acknowledgment

By signing below, the intern acknowledges understanding of and agreement to the terms of this internship.

Intern Name: \_\_\_\_\_

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Town of Berkley Summer Internship Learning Contract

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This Learning Contract outlines the expectations, goals, and responsibilities for the unpaid internship position with the Town of Berkley, Massachusetts. This internship is intended to support the educational and professional development of the intern while providing meaningful contributions to the town's digital communications.

## Internship Details

Start Date: June 23, 2025

End Date: August 15, 2025

Expected Hours: 10 hours per week (flexible schedule to be agreed upon)

Compensation: This is an unpaid internship with no expectation of compensation or future employment.

## Supervision and Review

Interns will be supervised by the Town Administrator, with social media content reviewed by the Town Clerk prior to scheduling. Regular check-ins will be scheduled to provide guidance and ensure alignment with goals.

## Learning Objectives

- Develop and refine digital communication skills
- Gain experience in public sector outreach and civic engagement
- Build a portfolio of work related to website and social media management

## Intern Responsibilities

- Assist in developing and scheduling social media posts using guidance provided
- Support updates and improvements to the town website (WordPress-based)
- Attend occasional meetings or feedback sessions with the Town Administrator

## Acknowledgment and Signature

By signing below, the intern and supervisor agree to the terms outlined in this Learning Contract.

Intern Name: \_\_\_\_\_

Intern Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Town of Berkley Internship Program Policy

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The Town of Berkley is committed to providing meaningful, educational internship experiences for college students through its unpaid internship program. The program is designed to support students' academic and professional growth while allowing them to contribute to the operations and services of the town.

## Program Overview

Interns will be assigned to projects aligned with their areas of interest and the needs of the town. Interns are expected to work approximately 10 hours per week from June 23 through August 15, 2025.

## Eligibility

- Must be enrolled in or recently graduated from a college or university program.
- Must be able to commit to the full duration of the internship.
- Must demonstrate interest in public service, communications, or local government operations.

## Expectations

- Interns will complete assigned tasks with professionalism and reliability.
- Interns must complete and submit a signed Internship Agreement and Learning Contract.
- Interns are expected to participate in regular check-ins and submit reflection forms.

## Supervision & Evaluation

Interns will receive guidance and support from designated staff members. Supervisors will provide feedback to help interns develop skills and reflect on their experience.

## Compensation & Status

This internship is unpaid. Interns are not employees of the Town of Berkley and are not eligible for compensation, benefits, or employment guarantees. The internship is offered solely for educational and experiential purposes.

## Application Process

Interested students must submit a letter of interest and resume. Selected candidates will be asked to complete the required forms prior to starting. The town encourages broad outreach to ensure a diverse pool of applicants.

# Town of Berkley Internship Reflection Form

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This reflection form is designed to help interns assess their learning and performance throughout the internship. Please complete this form weekly or biweekly and submit it to your supervisor.

**Intern Name:** \_\_\_\_\_ **Week of:** \_\_\_\_\_

1. What tasks or projects did you work on this week?
2. What new skills or knowledge did you gain?
3. What challenges did you encounter, and how did you handle them?
4. What questions do you have or topics would you like help with?
5. What are your goals for the upcoming week?