

Municipal Internship Program for Administrators Host Municipality Profile Checklist

This checklist provides interested municipalities with an idea of what is expected should they be selected as a host municipality for an intern.

Criteria for host municipality

The intent of this program is to help train interns so that they may pursue a future career in senior municipal administration; therefore, municipalities are expected to meet the following criteria:

- The municipality has a population between 700 and 100,000;
- A strong council-administration relationship exists and there is strong commitment from both groups to have an intern;
- There is an organizational commitment to the Internship Program's vision and goals;
- The CAO or a senior manager has agreed to serve as the intern supervisor for the duration of the program;
- A sufficient commitment of resources, both financial and staff, has been made; and
- There is an ability to provide training in a wide range of municipal functions and interest in sharing knowledge and experiences with the intern and working with the intern to complete the Workplan.

Commitment by host municipality

Hosting an intern is a significant commitment requiring municipal resources in both staff time and money. This program should not be seen as a temporary employment opportunity, but rather the chance to help build the administrative strength of local government in Alberta.

When thinking about whether your municipality would like to host an intern, it is important to consider the following:

- Does your municipality have the capacity to train the intern in all core areas included in the Workplan or can you partner with a neighbouring municipality to do so?
- What can your municipality offer to an intern that will assist them in pursuing a career in local government?
- Are you able to commit the time and resources (both funding and staff) to support an intern?
- Is your CAO or a senior manager available to supervise an intern and what professional, supervisory and mentoring skills does this person possess that will help him/her be an effective supervisor?
- Is there support from both municipal council and administration for hosting an intern?