

**POSITION:** INTERN COORDINATOR  
**DEPARTMENT:** POLICE  
**LEVEL:** N/A \$684.31wk

**FUNCTION:** Recruits, trains and supervises interns from area colleges.

**SUPERVISION RECEIVED:** Works under the supervision of the Commanding Officer, Juvenile and Sexual Assault Unit.

**SUPERVISION EXERCISED:** Part-time interns and student interns.

**RESPONSIBILITIES:** Provides evaluations for interns, feedback to school advisors and maintains program schedule.

Maintains statistics and reports for Domestic Violence Unit.

Prepares quarterly reports as required by grant.

Coordinates with civilian advocates in assessing victims through the restraining order process.

**EDUCATION AND EXPERIENCE:** Baccalaureate Degree within the Criminal Justice Field or studies in Humanities.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** Excellent communication skills, excellent interpersonal skills, reliable attendance, dependable/punctual, must have strong writing skills.

**SPECIAL REQUIREMENTS:** Possession of valid Massachusetts driver's license and good driving record. Subject to CORI (criminal offender record investigation) check.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform The essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to walk, sit and stand for long periods of time.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.