



## APPLICATION FORM

All applications must include the following information. Separate applications must be submitted for each eligible program. **Deadline: June 1, 2018.** Please include this application form with electronic entry. If you do not receive an email confirming receipt of your entry within 3 days of submission, please contact [Gage Harter](#).

### PROGRAM INFORMATION

County: \_\_\_\_\_

Program Title: \_\_\_\_\_

Program Category: \_\_\_\_\_

### CONTACT INFORMATION

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

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Telephone: \_\_\_\_\_ Website: \_\_\_\_\_

Email: \_\_\_\_\_

### SIGNATURE OF COUNTY ADMINISTRATOR OR DEPUTY/ASSISTANT COUNTY ADMINISTRATOR

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

Title: \_\_\_\_\_

Signature: \_\_\_\_\_



## COUNTY OF PAGE

103 South Court Street, Suite F  
Luray, Virginia 22835  
(540) 743-4142  
Fax: (540) 743-4533

### Board of Supervisors:

Morgan Phenix – Chairman – At- Large  
D. Keith Guzy, Jr. – District 1  
David Wiatrowski – District 2  
Mark Stroupe – District 3  
Larry Foltz – District 4  
Jeff Vaughan – District 5

### County Administrator:

Amity Moler

## **Program Overview**

The Page County Internship Program for Dual Enrolled seniors was the result of a joint collaboration between Page County and Page County Public Schools. There was a need for additional help completing projects outside of the normal duties with no funding, as well as a desire to educate citizens on County programs and responsibilities in hopes of securing future employees.

## **Problem/Challenge faced by locality**

Page County is a small, rural locality with many challenges, especially when it comes to staff funding and interest in working for the local government. Several positions have been eliminated since 2010, leaving some departments with a staff of one. Because of the small staff size, many employees are cross trained and performing work in more than one specialty, making it difficult to conquer big projects that require additional time. It is also difficult to fill a vacancy, especially at the Department Head level, when we need a unique set of skills. In the last two years, it has taken several months, up to a year, to fill some positions. The other challenge we face... people are no longer interested in being public servants and don't understand what local government does.

Two small departments in our county government had large projects that needed time and attention that wasn't available. GIS, a department of one GIS Coordinator, had a request from the Town of Stanley to assign and map GPS coordinates for 1600 water meters in the town limits. This request

required several hours out of the office as well as the time to upload and process the data to add to Stanley's utility mapping. The Finance Department, staffed with two, needed to scan and electronically store three years of invoices and documents to free up space currently filled with storage boxes to house county-wide office supply inventory. Both projects required considerable time and effort that simply wasn't available.

## **Funding/Staffing**

The County Administrator reached out to the Shenandoah Workforce Investment Board in hopes of securing grant funding for summer internship opportunities to high school seniors that planned to attend college. Unfortunately, there was no such grant funding available. Next, she met with Page County Public School's Director of Instruction, Eric Benson, in hopes of recruiting responsible, motivated high school seniors interested in the GIS or Finance field. In return, the students would gain experience, boosting their resume for future employment. As it turned out, the school system was also in need of a service. Several high school seniors participate in dual enrollment courses through Lord Fairfax Community College, earning college credits at a cheaper price. Most of the students in the dual enrollment program had more than enough credits to graduate, some earning their Associate's Degree before graduating high school. With no classes left to take, the school needed something for the students to do for attendance requirements and to play sports. It was decided the students would go to school for first period, then check-in at the County Administration Office to finish out their day. Two students were assigned to GIS. They were trained by the GIS Coordinator to use GPS equipment, collecting positions of the water meters to analyze and pull in coordinates to data that could be used in GIS. One student was assigned to Finance. In addition to scanning thousands of invoices and sorting them in electronic files, he was allowed to sit in on departmental budget meetings where department heads had to justify expenditure requests to the County Administrator.

## **Results**

The collaboration between Page County and Page County Public Schools has bridged many gaps in our community. The establishment of the internship program for dual enrolled seniors provides valuable work experience and improves the resume of college bound students. It also educates our youth on what services are provided by the local government to our community. By continuing this program, we can complete large annual projects with the in-kind payment of on the job training. The ultimate goal is for some, even one, of these interns to finish college and apply for vacant positions in their home town.