



Volunteer Job Opportunity

Office of the Secretary of Defense
Washington Headquarters Services
Facilities Services Directorate
Office of the Pentagon Fire Marshal

**The Facilities Services Directorate is currently accepting applications for a 2017 Summer Volunteer Internship.
Fire Protection/Fire Science/ Engineering Internship Opportunity
5 Positions Available**

WHO MAY APPLY: Current Students who are at least 16 years of age and enrolled, at least part-time, in an accredited educational institution. You must be pursuing a career in Fire Protection, Fire Science, Engineering or a related field and graduating no earlier than December 2017. You also must be proficient in using software applications including Acrobat, Word, and Excel and interested in learning and using web-based training software.

*Students admitted to the program must obtain and maintain a 2.0 grade point average on a 4.0 scale, be a U.S. Citizen and able to successfully complete a security investigation.

What are the job duties?

As a student volunteer, you will become familiar with the Department of Defense work environment and perform a variety of tasks related to supporting fire protection functions. Specifically, you will:

- ◆ Assist the Office of the Pentagon Fire Marshal to promote the mission to protect lives and property of WHS building tenants with the creation of technical brochures, training guides, web-based training courses, and other outreach materials
- ◆ Develop a web-based training program for fire protection features of the Pentagon and a fire evacuation course to be posted on the iCompass Learning Management System.

The world is always changing and jobs are too! Volunteering gives you exposure to new and emerging professions and careers.

When will I work?

This internship will start no earlier than June 2016. Student volunteers may work during the school year and/or during the summer. However, students must be able to serve a minimum of six (6) weeks.

Where will I work?

The Office of the Pentagon Fire Marshal is located at the Pentagon in Arlington, VA.

What do I need to apply?

You need a current resume that includes your expected graduation date. You also need a cover letter that identifies yourself as an applicant for the Volunteer Student Intern Program. Your cover letter must include your career interests and the timeframe you will be available to volunteer. Lastly, you must submit your unofficial transcripts clearly showing your grades/GPA.

WHS is committed to Equal Opportunity and Equal Access!

This position is subject to the DoD Drug Free Workplace Program. If you decline to take the drug test, it will be considered a declination of the internship. You must test negative for the presence of illegal drugs before placement in the position.

