Iowa Department of Public Health Internship Project Description

IDPH Information

IDPH Preceptor's Name: Kathy Leinenkugel

Preceptor Title: Program Coordinator, Occupational Health & Safety Surveillance Program

Bureau: Lead Poisoning Prevention

Phone: 515-281-4930 Email: kathy.leinenkugel@idph.iowa.gov

Project (Job) title: 2014 Farm Progress Show Health & Safety Tent Event Staff

Brief description of project including responsibilities and tasks for the project:

The preceptor for the internship project is the lead coordinator for the 2014 Farm Progress Show (FPS) Health and Safety Tent Area (HST). She is looking for one or more interns to help with various activities related to the planning, recruiting of partners and/or sponsors, logistics, and communication & marketing needed in the coordination of this project. **This sheet is specific to the role of event staff.**

The Farm Progress Show (http://farmprogressshow.com/) is the oldest and largest outdoor agricultural equipment exhibition in the United States with more than 500 exhibitors and over 100,000 attendees yearly. It is held the week prior to Labor Day Weekend and alternates between a semi-permanent location east of Boone, IA and Decatur IL. The 2014 FPS will be held at the Iowa location on August 26-28. The IDPH preceptor has coordinated displays for the Health & Safety Tent area for the past 3 Iowa shows. The HST area is a 160 x 70 foot area including indoor and outdoor exhibitors. In 2012, there were over 37 programs and organizations involved in the HST displays.

Responsibilities and tasks assigned to the event staff will be to assist the preceptor/event coordinator in the setup, exhibit staffing, and tear down of the Health & Safety Tent area the week of the show. Set up will be August 25 (tentatively 10 am-6 pm), and show dates will be August 26-28 (7 am-5 pm), with tear-down at the end of the final day (done by 6 pm). The venue is a large outdoor tent in the FPS exhibitor area. There is no hard-surface flooring and no air conditioning.

Event staff interns will also be notified of activities during the planning and preparation phases (Jan-Aug 2014) and may volunteer to assist.

Specify any skills needed/required for this project: Agricultural safety and health knowledge or experience is beneficial but not mandatory. Good interpersonal skills are needed and a willingness to help out and be flexible for work assignments and conditions. Interns will need to be able to work in conditions that may include dust, heat, wind, or rain.

Internship start date:	Aug (month)	2014 (year)	see set up and show dates above
Internship end date:	Aug (month)	2014 (year)	see set up and show dates above
Application deadline:	July ___ (month)	2014 ___ (year)	

Project identified for an: all are welcome

x Undergraduate student (Freshman _x Sophomore _x Junior x_ Senior x_)

x_____ Graduate student

Materials Student Must Submit to Preceptor at IDPH

Cover letter	**x** Yes	☐ No
Resume	☐ Yes	**x** No
IDPH Intern application (located on IDPH website)	**x** Yes	☐ No
Writing sample	☐ Yes	**x** No

Interview Information (IDPH Preceptor's decision)

Phone interview **x** Yes ☐ No

Interview at IDPH ☐ Yes **x** No

Term(s) of experience

Average hours/week desired: _____ or Hours will be negotiated with intern_x_

Compensation: ☐ Yes **x** No Salary: $ _____

(If paid internship, Preceptor must contact IDPH HR staff)

Benefits: ☐ Yes x No

Mileage reimbursement: ☐ Yes **x** No

On-site: ☐ Yes **x** No Off-site: **x** Yes ☐ No

Computer provided: ☐ Yes **x** No