



ST. LAWRENCE COUNTY STOP-DWI/ TRAFFIC SAFETY PROGRAMS

48 Court Street, Canton, New York 13617-1493

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STOP-DWI & Traffic Safety Intern

Position Title:

STOP-DWI & Traffic Safety Intern (Paid)

Department:

Probation Department

Reports To:

STOP-DWI / Traffic Safety Coordinator

Pay Rate & Schedule:

- Hourly Rate: \$20.00 per hour
- Schedule: Up to 35 hours per week
- Status: Temporary / Paid Internship
- Duration: June 2nd through August 31st (Summer Internship)

Position Summary:

The STOP-DWI & Traffic Safety Intern provides support to the STOP-DWI and Traffic Safety Program through community outreach, program coordination, administrative assistance, and traffic safety initiatives. This paid internship offers hands-on experience in public safety programming, impaired driving prevention, and community engagement.

The intern will assist in expanding traffic safety initiatives, supporting high-visibility enforcement campaigns, and strengthening community partnerships to improve roadway safety throughout the county.

Essential Duties and Responsibilities

- Assist with planning and coordinating STOP-DWI and Traffic Safety campaigns, including high-visibility enforcement periods and public awareness initiatives
- Support community outreach efforts by attending and assisting with events, safety demonstrations, and educational programs
- Assist with traffic safety initiatives
- Help prepare educational materials, flyers, presentations, and social media content
- Assist with data collection, tracking, and reporting for grant-funded traffic safety programs
- Support coordination with law enforcement agencies, schools, community organizations, and partner agencies
- Assist in scheduling outreach events and maintaining program calendars
- Provide general administrative support including preparing correspondence, organizing files, and compiling reports
- Attend meetings, trainings, and community safety events as assigned
- Perform other related duties as assigned

Minimum Qualifications

- Currently enrolled in or recently graduated from a college or university program in:
(preferred but not required)
 - Criminal Justice
 - Public Administration
 - Public Health
 - Communications
 - Education
 - Or related field
- Strong organizational and communication skills
- Ability to work independently and as part of a team
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Valid driver's license (for attending outreach events)
- Ability to interact professionally with law enforcement, community partners, and the public

Preferred Qualifications

- Experience with community outreach or event planning
- Experience with social media or public communications
- Interest in public safety, government, or law enforcement operations

Work Environment

- Office setting with regular travel throughout the county
- Occasional evening and weekend hours may be required for community events and outreach
- Participation in indoor and outdoor public events

Benefits

- Hands-on experience in public safety and government operations
- Opportunity to work with law enforcement and community partners
- Professional development and networking opportunities

Applications accepted until May 19, 2026

Posted: 05/12/2026