



5000 Diamondhead Circle, Diamondhead, MS 39525

Telephone (228) 222-4626

Fax: (228) 222-4390

Welding Intern

Department: Public Works

Location: Diamondhead, MS

Type: Internship (Part-Time / Seasonal)

Overview:

The Welding Intern will assist the Public Works team with fabrication, repair, and maintenance projects that support city infrastructure and equipment. This role provides hands-on experience in basic welding techniques while learning safety procedures and municipal operations.

Responsibilities:

- Assist in performing basic welding, cutting, and grinding tasks under supervision.
- Help fabricate or repair metal structures, equipment, and tools used by the city.
- Learn and follow proper welding safety procedures and equipment maintenance.
- Maintain a clean and organized work environment.
- Support staff with additional Public Works projects as assigned.

Qualifications:

- Enrollment in a welding, industrial maintenance, or related technical program.
- Basic knowledge of welding processes (MIG, TIG, or stick preferred).
- Ability to follow directions, work safely, and pay attention to detail.
- Strong work ethic and willingness to learn.

Wildcat Works Internship

Bridging the Gap Between Education and Work Experience.

Pearl River Community College will offer interns the opportunity to gain practical work experience while integrating education, training, and personal development through a WIOA funding program geared toward helping students transition from college to work in various careers.

Students will

- Relevant work experience
- Mentoring and career shadowing
- Maintain enrollment and good standing at PRCC

Companies will

- Provide meaningful training and assignments
 - Receive fresh and new ideas for your company
 - Have the Opportunity to recruit long-term employee
 - Serve as a bridge between education and the workplace
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Work Site Guidelines

- Sufficient work must be available to occupy the participant.
- The worksite will have proper equipment and/or materials to perform the task assigned to each participant.
- Working conditions are safe and sanitary for each participant.
- No enrollee shall, on the grounds of race, color, religion, sex, national origin, disability, or political affiliation, or any federal “protected class” be discriminated against in employment while a participant.
- Participants may not be employed on hazardous jobs or operation or maintenance of a facility that is used for religious instruction or worship.
- The employer will notify the local WIN Job Center or Twin Districts Workforce Development Area Case Manager if a participant is discharged, voluntarily resigns, or is hired.
- The employer must complete an evaluation form at the completion of the work experience.
- A representative of the Twin Districts Workforce Development Area will monitor the worksite.



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Bridging the Gap Between Education and Work Experience.

- Participants are not allowed to work overtime.
 - Participants will not be allowed to travel.
 - Work experience participants shall not displace current employees.
 - Participants are to work approximately 20 hours per week for a duration of 16 weeks max.
 - Employers are responsible for giving interns meaningful training/assignments, effective supervision, and ensuring interns are aware of company policies and regulations.
 - The Twin Districts Workforce Development Area will determine the length of time a participant may stay in the Work Experience Program with an employer.
 - Participants will be allowed to attend any meetings set by The Twin Districts Workforce Development Area.
-

Interested in partnering with Pearl River Community College

Contact

Paige Hutchinson

601-554-4656

nhutchinson@prcc.edu



Internship Worksite Contact

Employer/Organization Name: City of Diamondhead
Address: 5000 Diamondhead Circle **City:** Diamondhead
State: MS **Zip:** 39525 **Phone:** 228-222-4626
Site Supervisor: (Timesheet Approver #1)
(Intern Contact Person(s) at Organization): Ty Wiltz
Site Supervisor Title: Public Works Director
Phone: 228-222-4626 **Email:** twiltz@diamondhead.ms.gov
Back-up Supervisor (Timesheet Approver #2): Jeannie Klein
Phone: 228-222-4626 **Email:** jklein@diamondhead.ms.gov
Title of Internship Position: Welding Intern
Start Date: 10/01/2025 **End Date:** 09/30/2026
Do you have PPE available for the intern? Yes X No

The Site Supervisor will be responsible for the following duties in regard to the WIOA Internship program:

- Signing off on weekly timesheet.
- Ensuring student is provided an orientation to worksite.
- Communicating organizational policies and expectations to student.
- Communication with PRCC Instructor and Case Manager regarding internship.
- Completing and reviewing a final evaluation with the intern.

ATTACH A COPY OF THE JOB(S) DESCRIPTION THAT THE STUDENT INTERN WILL BE COMPLETING AT YOUR ORGANIZATION'S WORKSITE.

Please return Internship Worksite Information and Job Description to the PRCC Work-Based Learning Coordinator, Paige Hutchinson at nhutchinson@prcc.edu.

Twin Districts Workforce Development Area/PRCC Worksite Program Guidelines

The purpose of this instrument is to set forth guidelines for employers who participate in the Twin Districts Workforce Development Area Internship Program.

1. Sufficient work must be available to occupy the participant.
2. Working conditions are safe and sanitary for each participant and workplace safety will be included in the intern orientation.
3. The worksite will have proper equipment and/or materials to perform task assigned to each participant.
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7. The employer will complete an evaluation form at the completion of the work experience.
8. A representative of Twin Districts Workforce Development Area/PRCC will monitor the worksite by completing a monitoring visit during the participant's work experience.
9. Twin Districts Workforce Development Area/PRCC will determine the length of time a participant may stay in the Work Experience Program with an employer not to exceed 320 hours.
10. Participants are not allowed to work overtime.
11. Participants will not be allowed to travel as part of their internship work assignment/duties.
12. Current employees shall not be displaced by any internship participant.
13. Employers are responsible for assigning a site supervisor, giving interns meaningful training/assignments, effective supervision and ensuring interns are aware of company policies and regulations.
14. Participant will be allowed to attend any meetings set by The Twin Districts Workforce Development Area/PRCC.
15. Participants will not be allowed to have supervisory or managerial responsibilities.
16. A staffing agency is used as the employer of record and will need the intern supervisor to electronically verify weekly hours worked.

By signing this instrument, the Signatory Official attests that the company will adhere to the above guidelines.

Name

Title

Date

Safety Questions

1. Will there be any group travel or company transportation exposures?

`We define group transportation as more than two (2) employees in the same vehicle. This includes company-sponsored or subsidized transit

How many employees will be in a vehicle at any given time?

What type of vehicle is being used?

☐ Van ☒ Crew Cab Truck ☐ Truck ☐ Car ☐ Bus

How many miles will be driven each way? 20 per day

2. Any trenching/excavation exposures? N/A
3. Is there any height exposure above ground level? None
4. Is there any chemical exposure? None
4. Is there any machinery exposure? Yes,
Grinders and Welding equipment
5. Do any operations require respirators or dust masks? Yes, dusk masks

6. Are there any airborne and/or bloodborne pathogens exposures? None

7. Is PPE required for any of the job duties? None



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Mechanical Intern

Department: Public Works / Fleet Maintenance

Location: Diamondhead, MS

Type: Internship (Part-Time / Seasonal)

Overview:

The Mechanical Intern will assist in the maintenance and repair of city vehicles, equipment, and mechanical systems. This position provides practical, hands-on training in basic mechanical repair within a municipal setting.

Responsibilities:

- Assist with inspections, maintenance, and minor repairs on city vehicles and equipment.
- Learn to use diagnostic tools and follow repair protocols.
- Maintain accurate records of work completed and parts used.
- Observe and follow workplace safety policies.
- Support mechanics with special projects as assigned.

Qualifications:

- Enrollment in mechanical engineering technology, automotive technology, or related programs.
- Basic understanding of engines, mechanical systems, or automotive tools.
- Ability to follow directions, troubleshoot problems, and work in a team setting.
- Strong initiative and willingness to learn.

Wildcat Works Internship

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Work Site Guidelines

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Internship Worksite Contact

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Address: 5000 Diamondhead Circle City: Diamondhead

State: MS Zip: 39525 Phone: 228-222-4626

Site Supervisor: (Timesheet Approver #1)

(Intern Contact Person(s) at Organization):

Ty Wiltz

Site Supervisor Title: Public Works Director

Phone: 228-222-4626 Email: twiltz@diamondhead.ms.gov

Back-up Supervisor (Timesheet Approver #2): Jeannie Klein

Phone: 228-222-4626 Email: jklein@diamondhead.ms.gov

Title of Internship Position: Mechanical Intern

Start Date: 10/01/2025 End Date: 09/30/2026

Do you have PPE available for the intern? Yes X No

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Name	Title	Date
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Safety Questions

1. Will there be any group travel or company transportation exposures?

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How many employees will be in a vehicle at any given time?

What type of vehicle is being used?

☐ Van ☐ Crew Cab Truck ☐ Truck ☐ Car ☐ Bus

How many miles will be driven each way? 0

2. Any trenching/excavation exposures? N/A
3. Is there any height exposure above ground level? None
4. Is there any chemical exposure? None
4. Is there any machinery exposure? Yes,
Impact Wrenches, shop tools
5. Do any operations require respirators or dust masks? Yes, dusk masks

6. Are there any airborne and/or bloodborne pathogens exposures? None

7. Is PPE required for any of the job duties? None



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Paralegal Intern

Department: Legal / Administration

Location: Diamondhead, MS

Type: Internship (Part-Time / Seasonal)

Overview:

The Paralegal Intern will assist the City Attorney and administrative staff with legal research, document preparation, and case management. This role provides valuable exposure to municipal law and public administration.

Responsibilities:

- Conduct legal research and summarize findings.
- Assist in drafting correspondence, memos, and simple legal documents.
- Review and organize case files, contracts, and city ordinances.
- Maintain confidentiality and follow proper records management procedures.
- Support the legal and administrative team as needed.

Qualifications:

- Enrollment in paralegal studies, pre-law, criminal justice, or a related program.
- Strong research, writing, and organizational skills.
- Proficiency with Microsoft Office Suite and online research tools.
- Professional demeanor and ability to maintain confidentiality.



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Address: 5000 Diamondhead Circle City: Diamondhead

State: MS Zip: 39525 Phone: 228-222-4626

Site Supervisor: (Timesheet Approver #1)

(Intern Contact Person(s) at Organization):

Jeannie Klein

Site Supervisor Title: City Clerk

Phone: 228-222-4626 Email: jklein@diamondhead.ms.gov

Back-up Supervisor (Timesheet Approver #2): Tammy Garber

Phone: 228-222-4626 Email: tgarber@diamondhead.ms.gov

Title of Internship Position: Paralegal Intern

Start Date: 10/01/2025 End Date: 09/30/2026

Do you have PPE available for the intern? Yes X No

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How many miles will be driven each way? 0

2. Any trenching/excavation exposures? N/A
3. Is there any height exposure above ground level? None
4. Is there any chemical exposure? None
4. Is there any machinery exposure? None
5. Do any operations require respirators or dust masks? No

6. Are there any airborne and/or bloodborne pathogens exposures? None

7. Is PPE required for any of the job duties? None



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Marketing Intern

Department: Administration / Community Engagement

Location: Diamondhead, MS

Type: Internship (Part-Time / Seasonal)

Overview:

The Marketing Intern will support the City's communication and outreach efforts. This role provides students with the opportunity to gain real-world experience in public relations, marketing, and community engagement.

Responsibilities:

- Assist with creating social media content, press releases, and newsletters.
- Help design graphics, flyers, and promotional materials for city events and programs.
- Support the organization of community outreach campaigns and events.
- Conduct basic research on community trends to support engagement strategies.
- Monitor community feedback through surveys and social media channels.

Qualifications:

- Enrollment in marketing, communications, public relations, or related fields.
- Strong writing and editing skills.
- Familiarity with social media platforms and content creation tools (e.g., Canva, Adobe, etc.).
- Creative, detail-oriented, and able to work collaboratively.



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(Intern Contact Person(s) at Organization):

Jeannie Klein

Site Supervisor Title: City Clerk

Phone: 228-222-4626 Email: jklein@diamondhead.ms.gov

Back-up Supervisor (Timesheet Approver #2): Tammy Garber

Phone: 228-222-4626 Email: tgarber@diamondhead.ms.gov

Title of Internship Position: Marketing Intern

Start Date: 10/01/2025 End Date: 09/30/2026

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Title

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6. Are there any airborne and/or bloodborne pathogens exposures? None

7. Is PPE required for any of the job duties? None

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3. Is there any height exposure above ground level? None
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