

## **2014 National Weather Service Office Charleston, SC Onsite Summer Volunteer Program**

The Charleston, SC, National Weather Service is accepting applications for its onsite volunteer program during the summer of 2014 through February 28th. This particular program will provide the selected student with an opportunity to assist in the operations of an active NWS forecast office.

### Eligibility

- The applicant must provide the following documentation:
  - A completed application form (see below).
  - Paperwork supporting the applicant's current pursuit of a degree in meteorology or a related field. (For example, a transcript or a signed letter from an advisor).
  - A one-page resume.
- The applicant must be willing to take part in a phone interview.

### Expectations for Selected Volunteer

- The volunteer must commit to at least 2 shifts (6-8 hours each) per week for a period of no less than 8 weeks.
- Every 2 weeks the volunteer is required to briefly discuss what has been learned with the Science Operations Officer, or designee.
- After 4 weeks, the volunteer must be able to complete all or most duties of a shift on the intern/HMT desk (with appropriate oversight).
- During quiet weather times, the volunteer is expected to help out with small projects that improve operations.
- Must maintain professionalism at all times as judged by the operational staff on duty as well as office management.
- If at any time all of the above conditions are not met, the volunteer arrangement may be terminated.

### Duties

- The volunteer will learn all aspects of working an operational public service/upper air shift at WFO Charleston, SC, including:
  - Preparing the balloon and radiosonde for launch.
  - Monitoring NOAA Weather Radio.
  - Answering phone calls and providing answers in a professional manner.
  - Receiving and preparing Local Storm Reports during severe weather and flooding.
  - Monitoring and posting to various social media platforms as necessary.
  - Completing necessary climate tasks and issuing associated products.

- Completing necessary hydrology tasks and issuing associated products.
  - Other duties as assigned by the shift leader.
- The intern will be supervised at all times in all tasks.

This is a strictly volunteer program. Students will not get paid for their time at the office. However, it may be possible for the student to earn class credit. This can be determined by the student's advisor or school department head.

Please e-mail the required documentation to [frank.alsheimer@noaa.gov](mailto:frank.alsheimer@noaa.gov) by the deadline of February 28<sup>th</sup>, or send it to:

Frank Alsheimer  
C/O National Weather Service  
5777 South Aviation Avenue  
Charleston, SC 29406

Also, if you have any questions concerning this opportunity, send an e-mail to [frank.alsheimer@noaa.gov](mailto:frank.alsheimer@noaa.gov)

# NWS-Charleston, SC Volunteer Program Application

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## Contact Information

Name	
Street Address	
City ST ZIP Code	
Phone	
Second Phone	
E-Mail Address	

## School Information

School Name	
Grade Level	
Advisor	
Advisor E-Mail	
Degree Being Pursued	
GPA	

## Available Dates and Time

Approximate Start Date	
Approximate End Date	
Preferred Days (if known)	

## Career Goals

Summarize your career goals as they currently stand

## Previous Volunteer Experience

Summarize your previous volunteer experience.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	