

U.S. Fire Administration Volunteer Internship Program

The U.S. Fire Administration (USFA) is part of the U.S. Department of Homeland Security's Federal Emergency Management Agency. It is located in Emmitsburg, Maryland, about 10 miles south of historic Gettysburg, Pennsylvania, and about 60 miles from Baltimore and Washington, D.C. The National Fire Academy (NFA) is part of the USFA.

The USFA is proud to participate in the Pathways Student Volunteer Internship Program, a federal initiative designed to provide students with meaningful work experiences while supporting agencies in cultivating a skilled workforce. This partnership offers mutual benefits for both the interns and the USFA.

By engaging with the Pathways Student Volunteer Internship Program, the USFA aims to:

- **Develop future talent:** provide students with hands-on experience assisting in programmatic duties within the USFA's mission.
- **Enhance organizational capacity:** infuse the agency with fresh perspectives and up-to-date knowledge from academic institutions.
- **Promote public service careers:** encourage the next generation to consider careers in public safety and fire prevention.

Benefits for students

Students participating in the internship program at the USFA can expect:

- **Practical experience:** engage in real-world projects that complement their academic studies.
- **Professional development:** receive mentorship from experienced professionals and access to training opportunities.
- **Pathway to employment:** potential eligibility for noncompetitive conversion to a permanent position upon successful completion of the program and academic requirements.

Benefits for the USFA and its employees

The agency and its staff gain from this collaboration through:

- **Fresh insights:** Interns bring new ideas and perspectives that can inspire innovation.
- **Expanded workforce representation:** Attracting interns from various backgrounds enriches the agency's innovation and intellectual environment.
- **Succession planning:** Identifying and nurturing talent early helps ensure a continuous pipeline of qualified professionals.

If you are selected for the internship program, you will have the chance to gain experience in various disciplines at the USFA, such as:

- **Research and data analysis:** supporting studies on fire incidents, prevention strategies and emergency response effectiveness.
- **Community risk reduction:** assisting in the development and dissemination of fire safety education programs.
- **Policy development:** contributing to the formulation of policies aimed at enhancing national fire safety standards.
- **Administrative support:** participating in the planning and coordination of USFA events and initiatives.
- **Training and education:** assisting in the training and development of NFA courses in fire and emergency services or applied disciplines.
- **IT cybersecurity and programming:** partnering with our IT specialists to work on systems management and IT programming within a government training academy.
- **Campus Safety and Security:** mentoring with National Emergency Training Center Safety and Security to learn about institutional safety, protocols and policies within the federal government.

Expectations

Each internship will be structured with at least 3 specific objectives and milestones, developed in collaboration with the program office the intern will be working with. These goals ensure a meaningful learning experience and a clear path for professional growth. At the conclusion of the internship, interns will be required to present their accomplishments in relation to these objectives and milestones.

Interns are expected to adhere to a set schedule, actively participate in meetings, and assist with projects as needed, as agreed upon with their USFA internship mentor. Additionally, for those requiring housing, we can offer the convenience of on-campus accommodations in a private room.

Eligibility

- Be a U.S. citizen.
- Pass a background check.
- Be enrolled as a sophomore (or equivalent) not less than half time in a trade school, technical or vocational institute, junior college, university, or other accredited educational institution.
- Maintain a 3.0 grade point average.
- Receive approval from your educational institution prior to participating in the program.

Status

Volunteer services performed by you are done with the permission of the institution at which you are enrolled and as part of an agency program established for the purpose of providing educational experience for students.

You are not considered to be a federal employee for any purposes other than injury compensation or laws related to the Federal Tort Claims Act. Service is not creditable for leave accrual or any other employee benefits.

Submission

[Apply here](#)

USFA operates its Student Volunteer Internship Program via 3 cohorts:

1. January through April: applications accepted in June.
2. May through August: applications accepted in November.
3. September through December: applications accepted in March.

For all USFA internships, you must submit an application consisting of:

- A resume.
- A cover letter.
- 3 letters of reference (at least 2 from college or university faculty).