

## 令和7年度インターンシップ受入部署・日程一覧

※●の印がある部署・日程が受け入れ可能です。

| 部名        | 課名                      | 課コード | 主な業務体験例                                                                                                                                  | 8/13 | 8/14 | 8/15 | 8/16 | 8/17 | 8/18 | 8/19 | 8/20 | 8/21 | 8/22 | 8/23 | 8/24 | 8/25 | 8/26 | 8/27 | 8/28 | 8/29 | 8/30 | 8/31 | 9/1 | 9/2 | 9/3 | 9/4 | 9/5 | 9/6 | 9/7 | 9/8 | 9/9 | 9/10 | 9/11 | 9/12 | 9/13 | 9/14 | 9/15 | 9/16 | 9/17 | 9/18 | 9/19 | 9/20 | 9/21 | 9/22 | 9/23 | 9/24 | 9/25 | 9/26 |   |   |   |
|-----------|-------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|---|---|---|
| 市長公室      | 秘書政策課                   | 0101 | 会議見学、資料・議事録の作成、その他事務補助                                                                                                                   |      |      |      |      |      |      |      | ●    | ●    |      |      |      |      |      | ●    | ●    |      |      |      |     |     |     |     |     |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
|           | 広報広聴課                   | 0102 | 広報紙作成、広報動画作成、取材対応                                                                                                                        | ●    | ●    | ●    |      |      | ●    | ●    | ●    | ●    | ●    |      |      |      | ●    |      | ●    | ●    | ●    |      |     |     | ●   | ●   | ●   | ●   |     |     |     |      | ●    |      | ●    | ●    |      |      |      |      |      |      |      |      |      |      |      | ●    | ● |   |   |
|           | 行政改革課                   | 0103 | 事務処理支援                                                                                                                                   |      | ●    | ●    |      |      |      |      |      |      |      |      |      |      |      |      | ●    | ●    |      |      |     | ●   | ●   |     | ●   | ●   |     |     |     | ●    | ●    | ●    |      | ●    |      |      |      |      |      |      |      |      |      |      |      | ●    | ● |   |   |
|           | 人事課                     | 0104 | 事務処理支援                                                                                                                                   |      |      |      |      |      | ●    | ●    |      |      |      |      |      |      | ●    |      | ●    | ●    |      |      |     |     | ●   | ●   |     |     |     |     |     | ●    |      | ●    |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
| 総務部       | 総務課・選挙管理委員会事務局          | 0201 | 明るい選挙啓発ポスター作品審査会に関する事務                                                                                                                   |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |     |     |     |     |     |     |     | ●   |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
|           | 資産管理課                   | 0203 | 事務処理支援、現場視察                                                                                                                              | ●    | ●    | ●    |      |      | ●    | ●    | ●    | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    | ●    |      |     | ●   | ●   | ●   | ●   | ●   |     |     |     | ●    | ●    | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    |      |      | ●    |      | ●    | ●    | ● | ● |   |
|           | 資産税課                    | 0206 | 登記済通知書の受領事務、業務内容説明、幅員計測等路線状況確認事務、現況確認事務                                                                                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      | ●    |      |      |      |      |     | ●   |     |     |     |     |     |     | ●   |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
| 地域活性化営業部  | シティプロモーション課             | 0301 | イベント開催補助、事務支援                                                                                                                            |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |     |     |     |     |     |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
|           | 商工振興課                   | 0303 | 現場視察等                                                                                                                                    |      | ●    |      |      |      |      |      |      | ●    | ●    |      |      |      | ●    |      |      | ●    | ●    |      |     |     |     | ●   | ●   | ●   |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   | ● | ● |
| 市民生活部     | 市民安全課                   | 0401 | 事務処理支援、現場視察、業務内容説明                                                                                                                       |      |      |      |      |      |      | ●    |      | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    | ●    |      |     |     |     |     |     |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
|           | 自治会支援室                  | 0402 | 事務支援(会議資料作成、印刷・封入、区長アプリ運用など)<br>現場作業支援(会館維持管理、故障備品撤去など)                                                                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |     |     |     |     | ●   |     |     |     |     |      |      | ●    | ●    | ●    | ●    |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
|           | 多文化共生推進室                | 0403 | 事務処理支援                                                                                                                                   |      |      |      |      |      |      |      | ●    | ●    | ●    | ●    |      |      |      | ●    |      | ●    | ●    | ●    |     |     |     | ●   | ●   | ●   |     |     |     | ●    | ●    |      | ●    | ●    |      |      |      | ●    | ●    | ●    |      |      | ●    |      | ●    | ●    | ● | ● |   |
|           | 環境対策課・ゼロカーボンシティ推進室      | 0404 | 現場視察                                                                                                                                     | ●    | ●    | ●    |      |      | ●    | ●    | ●    | ●    | ●    | ●    |      |      |      |      |      | ●    | ●    |      |     | ●   | ●   | ●   | ●   | ●   |     |     |     | ●    | ●    | ●    | ●    |      |      |      |      |      |      |      |      |      |      |      |      | ●    | ● | ● | ● |
|           | ごみ政策課                   | 0405 | 現場視察・窓口業務補助                                                                                                                              | ●    | ●    | ●    |      |      | ●    | ●    | ●    | ●    | ●    |      |      |      |      |      |      |      |      |      |     |     |     |     |     |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      | ● | ● |   |
|           | リサイクルプラザ                | 0406 | 事務処理補助                                                                                                                                   | ●    | ●    | ●    |      |      | ●    | ●    | ●    | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    | ●    |      |     | ●   | ●   | ●   | ●   | ●   |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      | ● | ● |   |
|           | 防災危機管理課                 | 0407 | 仮設トイレ及び段ボールベッドの組立体験、備蓄倉庫の見学など                                                                                                            | ●    | ●    | ●    |      |      | ●    | ●    | ●    | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    | ●    |      |     |     |     |     |     |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   | ● | ● |
| 健康生きがい推進部 | 健康生きがい推進課               | 0501 | 8/31はまなび創造館で開催する「栄養ワンダー」というイベント開催補助。他の日はアクティブシニア教室やフレイルチェック測定会などの補助。                                                                     |      |      |      |      |      |      |      |      |      |      |      |      |      | ●    |      |      |      |      |      | ●   |     |     |     |     |     |     | ●   |     |      | ●    |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
|           | 支え合い協働推進課               | 0502 | 現場視察(8/19、8/28)、イベント開催補助(9/7)                                                                                                            |      |      |      |      |      |      | ●    |      |      |      |      |      |      |      |      | ●    |      |      |      |     |     |     |     |     |     |     | ●   |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
|           | 保健センター                  | 0504 | 一般庶務、がん検診受付補助等、保健事業補助<br>※8月中で1日または9月中で1日であれば受け入れ可能                                                                                      |      |      |      |      |      | ●    | ●    | ●    | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    | ●    |      |     | ●   | ●   | ●   | ●   | ●   |     |     |     |      |      |      |      |      |      |      | ●    | ●    |      |      |      |      |      |      |      | ●    | ● |   |   |
|           | 文化・スポーツ課                | 0505 | 事業の見学、施設訪問                                                                                                                               |      |      |      |      |      |      |      |      | ●    |      |      |      |      |      |      |      |      |      |      |     | ●   |     |     |     |     |     |     | ●   |      | ●    |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
| 福祉部       | 地域包括ケア推進課               | 0602 | こまき山介護予防体操等の開催補助                                                                                                                         |      |      |      |      |      | ●    |      | ●    |      |      |      |      |      | ●    |      |      |      |      |      | ●   |     |     | ●   |     |     |     | ●   |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
|           | 障がい福祉課                  | 0603 | 事務処理支援                                                                                                                                   | ●    | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    |      |      |      |      |      |      |      |      |      |     |     |     |     |     |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
|           | 介護保険課                   | 0604 | 事務処理支援、認定調査                                                                                                                              | ●    | ●    | ●    |      |      | ●    | ●    | ●    | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    | ●    |      |     | ●   | ●   | ●   | ●   |     |     |     | ●   | ●    |      | ●    | ●    |      |      |      |      |      |      |      |      |      |      |      |      |      | ● | ● | ● |
| こども未来部    | こども政策課                  | 0701 | イベント開催補助、事務処理支援など                                                                                                                        |      |      |      |      |      |      |      | ●    | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    | ●    |      |     |     |     |     |     |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
|           | 幼児教育・保育課                | 0705 | 事務処理支援、保育園現場確認補助                                                                                                                         |      |      |      |      |      |      |      | ●    | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    | ●    |      |     |     |     |     |     |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
| 建設部       | 道路課                     | 0801 | 事務処理支援、現場確認業務                                                                                                                            |      |      |      |      |      | ●    | ●    | ●    | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    |      |      | ●   | ●   | ●   | ●   | ●   |     |     |     | ●   | ●    | ●    | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    |      |      | ●    |      | ●    | ●    | ● | ● |   |
|           | 河川課                     | 0802 | 現場視察、業務内容説明等                                                                                                                             | ●    | ●    | ●    |      |      | ●    | ●    | ●    | ●    | ●    |      |      |      |      | ●    | ●    | ●    | ●    |      |     | ●   | ●   | ●   | ●   | ●   |     |     |     | ●    | ●    | ●    | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    |      |      | ●    |      | ●    | ● | ● | ● |
|           | 建築課                     | 0803 | 市営住宅業務(修繕の現場確認、収入報告の確認)、開発の現場確認及び調査、長期優良住宅(パソコン入力補助、資料整理補助)                                                                              | ●    | ●    | ●    |      |      | ●    | ●    | ●    | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    | ●    |      |     | ●   | ●   | ●   | ●   | ●   |     |     |     | ●    | ●    | ●    | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    |      |      | ●    |      | ●    | ● | ● | ● |
|           | 用地課                     | 0804 | 用地買収、保有地管理                                                                                                                               | ●    | ●    | ●    |      |      | ●    | ●    | ●    |      |      |      |      |      |      |      | ●    | ●    | ●    |      |     | ●   |     | ●   | ●   | ●   |     |     |     | ●    | ●    | ●    | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    |      |      | ●    |      | ●    | ● | ● |   |
| 都市政策部     | 都市計画課                   | 0901 | 事務処理支援、現場視察                                                                                                                              | ●    | ●    | ●    |      |      | ●    | ●    | ●    | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    | ●    |      |     |     |     |     |     |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
|           | 都市整備課                   | 0903 | 事務処理補助、施設視察、工事等現場視察、業務内容説明等                                                                                                              | ●    |      |      |      |      | ●    | ●    | ●    |      | ●    |      |      |      | ●    | ●    | ●    |      | ●    |      |     |     |     |     |     |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
|           | みどり公園課                  | 0904 | 現場視察、事務処理支援、簡単な現場作業                                                                                                                      | ●    | ●    | ●    |      |      | ●    | ●    | ●    | ●    | ●    |      |      |      | ●    | ●    | ●    | ●    | ●    |      |     | ●   | ●   | ●   | ●   | ●   |     |     |     | ●    | ●    | ●    | ●    | ●    |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
|           | 区画整理課                   | 0905 | 事務処理支援、現場視察                                                                                                                              |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |     | ●   | ●   | ●   | ●   |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
| 上下水道部     | 上下水道経営課・上下水道業務課・上下水道施設課 | 1001 | 窓口対応、電話対応、審議会運営事務(日程による)、現場視察、水道工事に伴う調査、設計、現場管理等の見学、漏水修繕現場の見学、漏水調査体験、浄水場・配水池の維持管理の事務、工事に伴う調査、設計、調整、現場管理、下水道工事に伴う調査、設計、現場管理等の見学、下水道施設管理全般 |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      | ●   |     |     |     |     |     |     |     | ●   | ●    | ●    | ●    | ●    |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
| 消防本部      | 消防総務課・予防課               | 1301 | 消防総務課業務、予防課業務、警防訓練、救急訓練                                                                                                                  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |     |     |     |     |     |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
| 教育委員会事務局  | 教育総務課                   | 1401 | 八雲児童交流報告書の編集、学校施設見学、学校再編集資料の作成                                                                                                           |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |     |     |     |     |     |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
|           | 学校教育課                   | 1403 | 事務処理補助(印刷、封入など)、イベント開催補助(イングリッシュパーティー)、会議開催補助(月例定例会議など)、資料整理補助                                                                           |      |      |      |      |      |      |      | ●    |      |      |      |      |      |      |      |      |      |      |      |     |     |     |     |     |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
|           | 文化財課・小牧山課               | 1404 | 史跡小牧山の維持管理作業、発掘調査など                                                                                                                      |      |      |      |      |      |      |      |      | ●    | ●    | ●    |      |      | ●    | ●    | ●    | ●    | ●    |      |     |     |     |     |     |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
|           | 図書館                     | 1405 | 図書業務補助、施設管理業務補助                                                                                                                          | ●    | ●    | ●    |      |      | ●    | ●    | ●    | ●    | ●    |      |      |      |      | ●    | ●    | ●    | ●    |      |     | ●   | ●   | ●   | ●   | ●   |     |     |     | ●    | ●    | ●    | ●    |      |      |      |      |      |      |      |      |      |      |      |      |      | ● | ● | ● |
| 議会事務局     |                         | 1501 | 議会運営に関する事務補助                                                                                                                             |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |     |     |     |     |     |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |
| 監査委員事務局   |                         | 1701 | 議事録作成                                                                                                                                    | ●    | ●    | ●    |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |     |     |     |     |     |     |     |     |     |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |   |   |   |