# Delaware County 4-H Summer Intern

# Job Description

**Compensation and Hours:**

Compensation will be $10.00 per hour. Hours can be flexible as office needs change throughout the summer, and will be discussed at beginning of Internship. **There will be extended hours (potentially including weekends) required during the Delaware County 4-H Fair events (July 10 to July 19).** The ideal start date is beginning to mid-May and end date mid-August; however, those dates can be flexible depending on college schedule.

**Job Summary:**

The 4-H Summer Intern is responsible for assisting in the development of the 4-H program and assisting with clerical duties. The intern will work directly with the 4-H office staff to complete tasks throughout the summer that are focused around the Delaware County 4-H Fair. The selected candidate will be given the opportunity to attend 4-H related meetings and work with 4-H Advisory Boards, be a part of executing the fair, and other 4-H program related tasks. The goal of this internship is to provide a variety of work related experiences to help the interns achieve their career goals. This position is supervised by the 4-H Youth Development Extension Educator and/or the Delaware County Extension Director.

**Duties included but not limited to:**

* Works with the 4-H staff in the planning and carrying out of tasks
* Communicating with 4-H members, volunteers, community members, and office walk-in-visitors
* Must be committed to work with Purdue Extension – Delaware County 4-H May through August and be available to work additional hours during the Delaware County 4-H Fair
* Organize & prepare mailings, notices, flyers, pre-entry forms, data entry, prepare animal show programs, deposits, organize 4-H awards and supplies, etc.
* Prepare flyers and other marketing materials as needed, take photographs fair week and prepare marketing materials during fair
* Assist with 4-H project check-in and check-out
* State Fair preparation
* Inventory fair supplies
* State fair preparation
* Other tasks assigned by the 4-H Extension Educator and/or Extension Director

 **Qualifications:**

* Strong work ethic and the ability to work in a team environment
* 4-H knowledge preferred
* Strong communication, organization, and interpersonal skills
* Proficient computer skills – Excel, Outlook, and word processing, data entry
* Self -Starter: should be well organized, and ableto stay on top of multiple deadline
* Valid Indiana driver’s license

**How to Apply:** To apply for this position, send a resume, cover letter, and references to:

Purdue Extension-Delaware County

100 W. Main Street, Room 202

County Building

Muncie, IN 47305

765-747-7732