

## **POSITION DESCRIPTION COUNTY OF HOWARD, INDIANA**

**POSITION:** 4-H SUMMER INTERN

**DEPARTMENT:** HOWARD COUNTY COOPERATIVE SERVICES

**WORK SCHEDULE:** M-F 8-4

**JOB CATEGORY:** COMOT

**DATE WRITTEN:** 06/13/2014

**STATUS:** Seasonal

**DATE REVISED:** 12/2023

**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document represent the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Responsible for:**

#### **DUTIES:**

Support the total Howard County Extension Program and personnel

Assist with ANR and HHS programs as needed

Work with a wide range of clientele to assist with answering Extension questions

Assist with educational workshops for various Extension areas, including contacting potential speakers/presenters and/or presenting at workshops

Assist with Mini 4-H meetings, camp, and project check-in for fair

Help organize events leading up to and during the Howard County 4-H Fair

Prepare materials for the fair as directed by Extension staff

Assist with fair project check-in, judging, and check-out

Assist with livestock shows during the fair

Prepare and organize mailings, notices, educational flyers, etc., as needed

Strictly observe office confidentiality and maintain harmonious office relationships

Availability to work outside of regular business hours, including early mornings, evenings, and weekends.

Assist with general office duties as required and other duties as assigned

#### **SKILLS:(basic format for all positions; there are three other skill sets to choose from)**

Ability to solve practical problems and deal with various concrete variables in situations with limited standardization. Ability to interpret multiple instructions furnished in written, oral, diagram, or schedule form.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from managers, clients, customers, and the general public.

Ability to work with mathematical concepts such as probability, statistical inference, plane and solid geometry fundamentals, and trigonometry. Ability to apply fractions, percentages, ratios, and proportions to practical situations.

**RESPONSIBILITY:** See job duties.

**EDUCATION AND EXPERIENCE:**

The successful candidate will be a 2023 graduate or older and also:

Be willing to become familiar with and follow all guidelines and policies of the Purdue Extension Service, state, and local 4-H Programs.

Be highly motivated, dependable, neat in appearance, able to meet and work with the public courteously, and be able to follow instructions.

Have a sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.

Can work and communicate effectively in both verbal and written forms.

A 4-H background is desired but NOT required.

High school diploma required. College coursework preferred.

Primary computer and Microsoft Office skills are desirable, especially in Word, Excel, and Publisher.

Must pass a criminal background check. (You will be working with children.)

Reliable transportation is needed.

You must sign the Purdue Adult Behavioral Expectations form upon starting employment.

**PERSONAL WORK RELATIONSHIPS:** Ability to communicate tactfully, verbally, and in writing. Ability to think logically and analyze problems.

**The physical demands and work environment described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.**

**SUPERVISOR:** The County Extension Director will supervise this employee. In the absence of a CED, an Extension Educator will assume the supervisor role.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to use hands, sit, and talk or hear. The employee must frequently stand, walk, and reach with hands and arms. The employee is occasionally required to lift or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT:** Employee performs duties in a standard office environment (depending on job situation).

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein and any subsequent revisions.

Would anything keep you from meeting the job duties and requirements as outlined? YES \_\_\_\_\_  
NO \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date