

# 2024 Summer Intern Purdue Extension – Knox County Office

## JOB REQUIREMENTS:

1. Past 4-H member preferred.
2. Must be a high school graduate
3. Must be enrolled in some type of post-secondary education (college or vocational school).
4. Job will consist:
  - Primarily of assisting Extension Educators with summer 4-H program efforts.
  - Responsible for providing educational activities for community organization (Possible organizations: Knox County Public Library, Washington Center Day Camp, & Knox County YMCA).
  - Attend the 3 day, 2 night 4-H Camps at United Methods Campground at Santa Claus on June 3-5.
  - Some office work will also be assigned.
  - And all other jobs assigned.
5. This position is best suited for someone who is majoring in Educator, either Extension Education or Regular Education.
6. The position will begin around May 20 and will go through August 2.
7. Hours of work will be upon agreement of employee and employer. No more than 40 hours per week.
8. Applications, Cover Letter, and Résumé must be submitted to Mitch Wagoner [mwagone@purdue.edu](mailto:mwagone@purdue.edu) no later than March 15, 2024.

APPLICATION FOR SUMMER EMPLOYMENT  
KNOX COUNTY EXTENSION OFFICE

DATE: \_\_\_\_\_  
NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
\_\_\_\_\_

FORMER EMPLOYMENT – List most recent employment first (attach additional sheet if necessary)

NAME OF EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
SUPERVISOR'S NAME \_\_\_\_\_  
EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_  
DUTIES \_\_\_\_\_

NAME OF EMPLOYER \_\_\_\_\_ POSITION \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
SUPERVISOR'S NAME \_\_\_\_\_  
EMPLOYED FROM \_\_\_\_\_ TO \_\_\_\_\_  
DUTIES \_\_\_\_\_

4-H BACKGROUND

WERE YOU IN 4-H? \_\_\_\_\_ NUMBER OF YEARS \_\_\_\_\_  
WERE YOU A JUNIOR LEADER? \_\_\_\_\_ NUMBER OF YEARS \_\_\_\_\_  
PROJECTS COMPLETED \_\_\_\_\_

LIST PARTICPATION IN 4-H ACTIVITIES: \_\_\_\_\_  
\_\_\_\_\_

EDUCATION:

HIGH SCHOOL \_\_\_\_\_ GRADUATION \_\_\_\_\_ DATE \_\_\_\_\_  
COLLEGE \_\_\_\_\_ YEARS COMPLETED \_\_\_\_\_  
MAJOR \_\_\_\_\_

REFERENCES (PLEASE DO NOT USE RELATIVES)

NAME	ADDRESS	PHONE
1.		
2.		
3.		

I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS CORRECT.

\_\_\_\_\_  
APPLICANT'S SIGNATURE