



Montgomery Co. 4-H Summer Intern Job Description

Position Title: Montgomery Co. 4-H Summer Intern

Position Location: Montgomery Co. Extension Office, 400 Parke Ave,
Crawfordsville – 4-H Fairgrounds

Position Time Frame: May 11 - August 7, 2026
8:00 a.m.-4:30 p.m., Monday-Friday
Additional afterhours and weekends may occur

Salary: \$5,000

Requirements:

1. Must provide own transportation.
2. Must be willing to attend some night and/or weekend meetings and programs.
3. Must be willing to work extended hours throughout time of employment.
4. Must have good computer, organization and people skills.
5. Must be 18 years of age or older.

Job Description:

The 4-H Summer Intern will be hired and funded by the 4-H Incorporated Board. As 4-H Summer Intern, the individual will be expected to assist the 4-H Youth Development Extension Educator and to cooperate with Extension office staff in preparation for and wrap-up of 4-H activities. The intern will not be expected to interpret policies set by the 4-H Incorporated Board.

Job Responsibilities may include:

1. Training in 4-H Online, FairEntry, and Canva
2. Update 4-H permanent records
3. Coordinate publishing of local 4-H scholarships
4. Create and publish Senior Spotlight information to social media
5. Plan and lead Mini 4-H Day Camp
6. Distribute pen assignment information and oversee tracking and payment of those fees
7. Verify DNA hair sample envelopes
8. Coordinate and oversee the Mini 4-H Livestock Mentoring program (includes securing sponsorships for awards).
9. Keep a monthly report of activities
10. Work with the media concerning 4-H results and the publication of the 4-H Fair Preview in the Journal Review (including 10-year member spotlights).
11. Create and order 4-H Fair brochure
12. Provide club leaders with project completion reports
13. Assist with any Extension office afterhours
14. Work with livestock superintendents to coordinate banner and trophy orders



15. Create and oversee fair PowerPoint presentations that highlight sponsors, ten-year members, events of the day, etc.
16. Create and oversee fair check-in and check-out sign ups
17. 4-H Fair prep (building boxes, project binders, exhibitor numbers, etc.)
18. Assist with 4-H Fair programs, activities, materials, etc.
19. Enter fair results into FairEntry
20. Assist with 4-H correspondence to families and volunteers as needed
21. Assist with Purdue Extension programming efforts as needed
22. Assist with the Junior Leader program as needed
23. Complete tasks related to post-fair wrap up
24. Distribute 4-H Auction checks
25. Help prepare and check-in projects at the Indiana State Fair
26. Update RFID tag tracking sheets and e-mail to BOAH
27. Complete any additional relevant Purdue Extension office or activity tasks

Application Deadline: Tuesday, March 31, 2026

Application Available:

<https://bit.ly/264Hintern>