

Purdue Extension Parke County Summer Intern Job Posting

Purdue Extension: 4-H Youth Development Summer Intern Salary: \$13.50 per hour **Job Type:** Part-time

Time Required/Duration of Appointment

This internship requires 15-20 hours per week, with time split between program preparation and execution. The position lasts approximately 10 weeks, from late May to August. Additional hours may be necessary during key events, including:

- The **Parke County Fair (July 10-17)**, where extended hours will be required.
- The week prior to the fair, to assist with **fair setup, and preparations.**

Purpose

The intern will:

- Assist the county Extension office and 4-H professionals with their duties.
- Support 4-H professionals, volunteers, and members in providing meaningful educational experiences that help youth grow and reach their fullest potential.
- Inform and encourage members, parents, and volunteers to actively engage in 4-H opportunities.

Examples of Duties

- Work collaboratively in a professional team environment focused on educational program development and delivery.
- Become familiar with county Extension office procedures, responsibilities, and staff.
- Develop skills in time management, prioritization, and task delegation.
- Participate in a high-performing system where staff and community volunteers work together toward shared goals.
- Prepare and schedule additional youth activities at the **4-H Fair.**

Qualifications

Applicants must:

- Pass the Purdue University **4-H volunteer application and screening process.**
- Hold a **valid driver's license** and have access to an operable vehicle.
- Be willing to become familiar with and adhere to the philosophy and guidelines of Purdue University Extension, the State 4-H Program, and the County 4-H Program.
- Have a sincere interest in educating and mentoring youth and adults.
- Demonstrate strong **organizational** and **communication** skills, both verbal and written.
- Be able to work **independently** with minimal supervision.
- Show a genuine interest in collaborating with volunteers and professional staff in an educational setting.

Parke County and Purdue Extension Service are Equal Opportunity Employers.