

Pike County Summer Program Intern Job Description

Position Title: Purdue Extension Pike County Summer Program Intern

Position Available: May 19- August 22, 2025 (*Completion will depend on school schedules*)

Salary: \$16.49/hour, approximately 30 hours/week

Additional hours may be required during 4-H Summer Camp June 2- June 4 and during the Pike County 4-H Fair Activities, July 17- July 26, 2025.

Job Summary: The Summer Program Intern is responsible for working with the Extension Office Staff with educational programming, preparation, and implementation of 4-H programming during the Pike County 4-H Fair. The Summer Program Intern will work directly with Extension Educators to plan, organize, and implement programs in Extension. Responsibilities are not limited to, but may include the following:

- Coordinate educational workshops for various 4-H project areas
- Help 4-H Youth Development Extension Educators organize learning events
- Assist with organizing both building and livestock fair project check-in, judging, displaying, and check-out
- Assist with organizing fair materials including equipment, binders, score sheets, etc.
- Assist with any Indiana State Fair duties as required
- Assist with Health & Human Sciences and Agriculture & Natural Resources programming
- Prepare and organize mailings, notices, and educational flyers, etc. as needed
- Assist with all general office duties as required

Qualifications: The ideal candidate should be a current college student or recent high school or college graduate with reliable transportation. Applicants must be dependable, must have good communication skills, have a basic knowledge of Microsoft Office, and be able to perform with limited supervision. Applicants should be comfortable working both indoors and outdoors during summer weather conditions. Applicants need to be comfortable speaking to the public and representing Purdue Extension in a professional manner.

Application Deadline: All application materials must be received no later than April 14, 2025 by 4pm.

How to Apply: To apply, please send a resume with two professional references to:

Brooke Goble
4-H Youth Development/Health & Human Sciences Extension Educator
County Extension Director
bgoble5@purdue.edu

Applications and/or Résumés must be submitted to Brooke Goble via e-mail (bgoble5@purdue.edu) OR mailed OR hand delivered to the Extension Office.

Please call our office at (812) 354-6838 with any questions you may have.

2025 Summer Intern Purdue Extension – Pike County Office

JOB REQUIREMENTS:

1. Past 4-H member preferred, but not required
2. Must be a high school graduate
3. Should be enrolled or planning to enroll in some type of post-secondary education (college or vocational school).
4. Job will consist:
 - Primarily of assisting Extension Educators with summer 4-H and Extension program efforts.
 - Responsible for assisting and possibly providing educational activities for various community organizations
 - Attend the 3 day, 2 night 4-H Camp at Historic Santa Claus Campgrounds at Santa Claus on June 2-4.
 - Office work as assigned.
 - And all other jobs assigned.
5. The position will begin around May 19 and will run through approximately August 15. These dates can be altered due to academic end/start dates.
6. This is a paid internship at \$16.49/hour. Hours of work will be upon agreement of employee and employer. Approximately 30 hours per week. Extended hours will be required before and during Fair Week (July 17-26).
7. Applications and/or Résumés must be submitted to Brooke Goble via e-mail (bgoble5@purdue.edu) OR mailed OR hand delivered to the Extension Office. All application materials must be received no later than April 14, 2025 by 4pm.



Extension - Pike County

APPLICATION FOR SUMMER EMPLOYMENT
PIKE COUNTY EXTENSION OFFICE

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 _____

PROFESSIONAL REFERENCES (PLEASE DO NOT USE RELATIVES)

| NAME | ADDRESS | PHONE |
|------|---------|-------|
| 1. | | |
| 2. | | |
| 3. | | |

I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS CORRECT.

APPLICANT'S SIGNATURE

DATE