

Purdue Extension Wells County - Summer Intern Position Description

This position is designed to last from mid-May to mid-August, and is ideal for college students with an interest in agriculture, community based programming, the 4-H Program, education, or Extension Services.

An individual in this position will work primarily with the 4-H Youth Development Educator and Office Staff to deliver summer 4-H Programming. This individual will have responsibilities during the Wells County 4-H Fair (July 11 - 17) and pre-judging of projects (July 6 - 10). This position does require a small amount of work during some evenings and some weekends (surrounding the fair).

An individual in this position should expect to help plan and facilitate 4-H programming, the Junior Leader Food Booth during the Fair, work on some marketing for the 4-H Program, and do some clerical office work. There is potential for other opportunities working with all Purdue Extension programs, depending on the individual in this position's interest. This position may require some driving, such as helping to transport 4-H projects to the Indiana State Fair in Indianapolis. An individual in this position should not be an active Wells County 4-Her.

Individuals interested in this position should fill out the attached application which can be submitted via email (aaulbach@purdue.edu) or can be mailed in or dropped off to the Purdue Extension - Wells County Office (1240 4-H Park Road, Bluffton, IN 46714) through Tuesday, March 31. Interviews will be scheduled based on availability of candidates and Purdue Extension - Wells County Staff.

Please reach out to Anya Aulbach (aaulbach@purdue.edu / (260) 824 - 6412) with any questions.

Summer Intern Application

Due March 31, 2026

Please mail or bring to: Wells County Extension Office,
 1240 4-H Park Road, Bluffton, IN 46714
 Or email Anya Aulbach at aaulbach@purdue.edu

Name: _____

Home Address: _____

Phone: _____

School Attending: _____ Year: _____

4-H Involvement (*not required*): _____

Relevant Skills

(Please self-assess your abilities below)

	Excellent	Good	Fair	Poor
Organization	_____	_____	_____	_____
Social Media	_____	_____	_____	_____
Graphic Design	_____	_____	_____	_____
Project Management	_____	_____	_____	_____
Communication	_____	_____	_____	_____
Spelling / Grammar	_____	_____	_____	_____

· 1240 4-H Park Rd. · Bluffton, IN 46714-9684 · (260) 824-6412 · FAX: (260) 824-4891 ·

It is the policy of Purdue University Cooperative Extension Service that all persons have equal opportunity and access to its educational programs, services, activities, and facilities without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a veteran. Purdue University is an Affirmative Action institution. This material may be available in alternative formats.

Managing Others

Time Management

Customer Service

Have you had any experience organizing an event? _____ If yes, please explain:

Can you handle more than one task at a time? _____ If yes, please explain:

What skills and talents can you bring to this position?

What motivated you to apply for this position?

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What organizations / clubs have you been involved with over the past two years, and what positions were held, if any?

Previous Work Experience:

Business Name _____ Position _____

Period of Employment _____ Supervisor's Name _____

Responsibilities _____

Business Name _____ Position _____

Period of Employment _____ Supervisor's Name _____

Responsibilities _____

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Business Name _____ Position _____

Period of Employment _____ Supervisor's Name _____

Responsibilities _____

Please list three references that we could contact who are NOT related to you:

Name _____ Phone Number _____

Email _____

Relationship to you _____

Name _____ Phone Number _____

Email _____

Relationship to you _____

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