

Bartholomew County 4-H Summer Intern Job Announcement

- Position Title:** Bartholomew County 4-H Summer Intern
- Position Location:** Purdue Extension—Bartholomew County, 783 S. Marr Rd., Columbus IN 47201
- Position Availability:** May-August (preferred to start 1st or 2nd week of May)
- Length of Employment:** Approximately 12 weeks
- Hours per week:** Average approximately 35 hours per week. Additional hours may be required June 25th—July 3rd for 4-H Fair and during 4-H Camp in July.
- Salary:** \$10.00/per hour
- Job Summary:** The Summer Intern is responsible for working with the 4-H Youth Development Extension Educator to assist in the organization and delivery of the Bartholomew County 4-H Program. Office hours are from 8:00 a.m. until 4:30 p.m., Monday through Friday. The individual must be available for a flexible work schedule that includes evenings and weekends; flexible hours are available due to various time commitments. Some travel within the county, area, and state will be necessary. Reliable and suitable transportation is required along with valid driver's license.
- Assist with summer mailings.
 - Prepare for and attend 4-H Council, 4-H Fair Board, and Volunteer/Leader 4-H meetings.
 - Attend/help throughout 4-H Pre-Fair and Fair week in 4-H Building with livestock shows, special events, and in the 4-H Fair Office.
 - Organize and transport 4-H projects to State Fair.
 - Assist with 4-H Record Book organization and grading.
 - Others duties as needed.
- Qualifications:** Preference will be given to applicants who have completed at least one year of college prior to employment and who have been associated with 4-H. Preference will also be given to those who have completed their Bartholomew County 4-H tenure.
- Desirable skills include:** Communication ability, public relations, problem solving, diplomacy, computer, and other general skills.
- Application Deadline:** Monday, March 1, 2021
- How to Apply:** Please return a cover letter, completed application, three references, and resume detailing experiences and skills related to this position to:
- Elisabeth Eaton
Purdue Extension - Bartholomew County
783 S. Marr Rd.
Columbus, IN 47201
812-379-1665
smit1664@purdue.edu

It is the policy of the 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.

Bartholomew County 4-H Intern Job Description

Expectations:

- Work under the supervision of the 4-H Youth Development Extension Educator in conducting 4-H activities.
- Plan, direct, and supervise 4-H programs.
- Promote 4-H and recruit 4-H members through activities and programs.
- Organize and direct 4-H activities at the 4-H Fair.
- Complete all assigned duties in a timely and efficient manner.
- Schedule and attend workshops before the 4-H Fair.
- Attend and assist with 4-H Fair: judging, set up, and tear down.
- Complete tasks asked of you which are reasonable and do not interfere with other duties.
- Occasionally deliver speeches to organization(s) to inform and gain support for 4-H, Extension activities, and the 4-H Internship program.
- Work appropriately with all 4-H parents and youth and serve as a positive role model to those youth.

Hours:

- Each work week will be approximately 35 hours. Hours worked over cannot carry over from week to week.
- Employees are expected to be present at their assigned location during their assigned duty hours.
- The normal work day will be Monday-Friday from 9:00 a.m. to 4:30 p.m.
- Flexible work schedules may be established to meet the needs of various summer programs.
- The lunch period is one half (1/2) hour in length. Lunch hours cannot be skipped (consistently) in order to make up for additional hours.
- **4-H Fair and 4-H Camp weeks will require more hours and flexibility. The expectation is that you help complete all assigned tasks during these weeks. You WILL have several volunteer hours during these weeks.**
- Missed hours (other than sickness) should be discussed with 4-H Youth Development Educator/CED before the date of absence. If you are sick or ill, you need to call the office by 9:00 a.m.

Clothing:

- Professional dress is expected. Clothing should be comfortable, neat, and clean. Business casual should be the dress for days in the office.
- Appropriate shorts (finger-tip length) may be worn during 4-H Fair week and 4-H Camp. Revealing clothing is not appropriate at any time.

Travel:

- Travel will be expected and/or needed for various events and activities. Travel mileage reimbursement will be available for certain activities.

Staff Evaluation:

- Summer update reports should be submitted regularly to 4-H Council and other organizations per request.

Grounds for dismissal include but are not limited to:

- Inappropriate contact with children/4-H'ers.
- Inappropriate behavior/language directed toward fellow co-workers, 4-H'ers, youth, adults, and volunteers.
- Failure to complete duties in a satisfactory manner.

Bartholomew County 4-H Intern Job Duties

General Duties:

- Attend 4-H Leader, 4-H Council, 4-H Fair Board, and Jr. Leader meetings.
- Assist with office work, such as newsletters and mailings.
- Be a team player by working with other office staff members to accomplish the many tasks that need to be completed before and after the 4-H Fair.
- Create lessons or activities for outside organizations such as Bartholomew County Youth Services.
- Always consult the 4-H Family Handbook to answer a 4-H question - rules are changed and updated year to year.
- Any other duties as determined by the 4-H Educator, 4-H Council, or Extension staff.

Jr. Fair Board Training:

- Help plan and conduct trainings.
- Plan and notify members of upcoming activities.

Mini 4-H Day:

- Assist in planning a fun and educational program.
- Organize Jr. Leaders to conduct activities.
- Organize supplies and set up for the program.
- Publicize the event to Mini 4-Hers.
- Assist in conducting the actual event.
- Work with the 4-H Educator and 4-H Enrichment Assistant on all duties.

4-H Camp:

- Attend camp counselor trainings.
- Attend camp set up.
- Attend camp and serve as a chaperone.
- Participate and lead, as needed, in camp activities.

Jr. Leader Activities:

- Serve as a Jr. Leader chaperone.
- Help plan and conduct activities.
- Assist with Jr. Fair Board as needed.

Newspaper Coverage:

- Contact news media about June & July events.
- Set up a meeting with The Republic in early June to outline 4-H Fair coverage.

Ten-Year Member Recognition:

- Take pictures and information to The Republic. Be sure to request the pictures back.
- Design and set up display at the 4-H Fair to honor the 10-Year Members.

Prepare Project Judging Materials:

- Copy and prepare project scorecards, making sure there are plenty.
- Help secretaries to prepare check-in books for each project.
- Gather supplies needed on "supply list."

Fair Duties:

- Be available for a flexible schedule with extended hours this week.
- Assist as needed by the 4-H Educator or office staff.
- Assist with set up.
- Assist with check-in and judging.
- Assist with all 4-H projects including livestock and office duties.
- Assist with clean up and project check out.

After the Fair:

- Inventory ribbons.
- Send thank you notes to people, as needed.
- Assist with taking projects to the State Fair.

List previous Extension experiences (if any):

List extra-curricular leadership activities (high school, college, community):

Describe your career plans:

Explain why you wish to become the Bartholomew County 4-H Summer Intern:

How did you hear about the Bartholomew County 4-H Summer Internship:

Please give 2 references with contact information (Name, position and phone number):

Mail or bring into the Extension Office the completed application and resume by MARCH 1, 2021.

By signing below I believe all the above information to be true and accurate. I understand I may be called to schedule an interview time with the Bartholomew County 4-H Council, Inc. and 4-H Youth Development Extension Educator.

X _____
Sign

X _____
Print