

# Lawrence County Extension Office Summer Program Assistant

## Job Description

**Position Title:** Purdue Extension- Lawrence County 4-H Summer Program Assistant

**Position Location:** Purdue Extension – Lawrence County Office, 924 16<sup>th</sup> Street, Bedford, IN 47421

**Position Available:** May-August 2023 (Start/Completion Dates will depend on school schedules)

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

- Assist all Extension Educators, as needed, with educational programs.
- Assist office support staff, as needed, on projects.
- Coordinate educational workshops for various project areas. This includes contacting potential speakers/presenters and/or presenting at workshops.
- Help Extension Educator recruit, promote, and organize a SPARK club.
- Develop 4-H Recruitment Plan in collaboration with Extension Educator.
- Prepare and organize mailings, notices, educational flyers, etc.
- Organize 4-H project check-in materials.
- Assist with technical aspects of Fair Entry check in/results
- Assist with 4-H project check-in, judging, displaying, and check-out.

**Qualifications:** Applicants must be a current college student and preferred study areas are agriculture, communication, education, or health. Applicants must also have good communication skills and basic knowledge of Microsoft Office. Applicants need to be comfortable speaking to the public and representing Purdue Extension in a professional manner.

**Application Deadline:** Applications must be received in the office or by email by April 20, 2023.

**How to Apply:** To apply for this position you must register for Internships Online at [IndianaINTERN.net](http://IndianaINTERN.net) and send a completed application and resume to:

Purdue Extension – Lawrence County  
Lesley Lodmell  
924 16<sup>th</sup> Street  
Bedford, IN 47421  
812-275-4623  
[lodmell@purdue.edu](mailto:lodmell@purdue.edu)

