

PURDUE EXTENSION – VANDERBURGH COUNTY SUMMER INTERN JOB DESCRIPTION

Requirements

1. Strong verbal and written communication skills.
2. Ability to manage and prioritize multiple tasks and projects simultaneously.
3. Skills to plan and implement youth development programs.
4. Proficient computer, social media, and technology skills.
5. Ability to manage time effectively and the initiative to complete tasks efficiently.
6. Must not be participating in the Vanderburgh County Fair queen contest.
7. Ability to provide own transportation.
8. Must be willing to work outside business hours as needed.
9. Applicants are required to take and pass a drug test prior to the start of employment.

Job Description Overview

As Extension Intern, the individual will be expected to assist the 4-H Youth Extension Educator and Extension Program Assistant with positive youth development summer experiences. The County Extension Director is the direct supervisor of all staff in the Extension Office. Day-to-day responsibilities will be directed by the 4-H Youth Extension Educator and Extension Assistant. The person who is hired will also be expected to cooperate with other office staff but will not be expected to interpret policies set by the 4-H Council, as that duty falls to the 4-H Youth Extension Educator.

The following tasks will be expected of the Extension Intern:

1. Design and implement educational program for community outreach at the Vanderburgh County Fair.
2. Develop and deliver quality youth development programs to summer outreach and day camp programs.
3. With the help of up to two other interns, assist with correspondence and organization of 4-H activities and events including but not limited to Tractor Contest, Speech & Demonstration Contest, Fashion Revue, 4-H camp, Mini 4-H Day Camp, BBQ contest, county garden contest, workshops, and trips.
4. Coordinate and assist with fun fair activities at Vanderburgh County Fair as well as other 4-H and Extension related events at the fair.
5. Provide some clerical assistance in the form of creating the monthly Link newsletter and compiling 10 year member biographies.
6. Other duties may be assigned as deemed necessary by the 4-H Youth Extension Educator and Extension Program Assistant.

Extension Intern Goals and Accomplishments:

1. Expand verbal and written communication skills.
2. Enhance skills to work with youth of all ages and backgrounds.

3. Increase goal setting and time management skills.
4. Broaden knowledge and understanding of positive youth development.
5. Utilize skills to expand and enhance the Vanderburgh County 4-H program as well as Purdue Extension – Vanderburgh County.
6. Other goals will be self-defined during the internship.

Work Hours:

- 39 hours per week
- Tentatively May 22 – August 4 (start date can be flexible)
- Typically 8:00 am – 4:30 pm Monday – Thursday and 8:00 am – 3:30 pm on Friday
- Some evening and weekend events will occur and daily schedules will be adjusted as needed