

### **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 13 - 19) and prejudging of projects (July 8 - 12). This position does require a small amount of work during the evenings.

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 degree of driving.

Individuals interested in this position should fill out the attached application which can be submitted via email ([aaulbach@purdue.edu](mailto: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 Monday, April 15. Interviews will be scheduled based on availability of candidate and Purdue Extension - Wells County Staff.

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

Date Submitted \_\_\_\_\_

## Purdue Cooperative Extension Service – Wells County 4- H Summer Intern Application

NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

E-MAIL \_\_\_\_\_

TOTAL YEARS IN 4-H \_\_\_\_\_

SCHOOL ATTENDING \_\_\_\_\_ YEAR \_\_\_\_\_

### **OFFICE SKILLS: RATE YOUR ABILITY ON THE FOLLOWING**

	EXCELLENT	GOOD	FAIR	POOR
TYPING	_____	_____	_____	_____
FILING	_____	_____	_____	_____
COMPUTER	_____	_____	_____	_____
COMMUNICATION	_____	_____	_____	_____
ORGANIZING	_____	_____	_____	_____
SPELLING	_____	_____	_____	_____
GRAMMAR	_____	_____	_____	_____
EXCEL	_____	_____	_____	_____
POWER POINT	_____	_____	_____	_____
MANAGING OTHERS	_____	_____	_____	_____

Have you had any experience organizing an event? \_\_\_\_\_ if yes, please explain:

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Can you handle more than one task at a time? \_\_\_\_\_ If yes, please give an example.

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What skills and talents can you bring to this position? \_\_\_\_\_

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What motivated you to apply for this position? \_\_\_\_\_

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What do you hope to gain if hired from this experience? \_\_\_\_\_

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

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**Previous Work Experience:**

Business Name \_\_\_\_\_ Position \_\_\_\_\_

Period of Employment \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Responsibilities \_\_\_\_\_

Business Name \_\_\_\_\_ Position \_\_\_\_\_

Period of Employment \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Responsibilities \_\_\_\_\_

**Previous Work Experience Continued:**

Business Name \_\_\_\_\_ Position \_\_\_\_\_

Period of Employment \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Responsibilities \_\_\_\_\_

**List three references that we could contact that are NOT related to you.**

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

**Application Due By:  
Monday, April 15<sup>th</sup>, 2024**

**Please mail or bring to:** Wells County Extension Office,  
1240 4-H Park Road, Bluffton, IN 46714  
Or e-mail Anya Aulbach at [aaulbach@purdue.edu](mailto:aaulbach@purdue.edu)