Golden Prairie Extension District #12
Extension Summer Intern – Job Description

DESCRIPTION:

The Extension Summer Intern is responsible for coordinating with Extension Staff to implement the comprehensive Extension and 4-H youth development programs in Logan, Gove, and Trego Counties. This position is supervised by the Local Extension District Director and Extension Staff. Some overnight travel, evening, and weekend work will be required.

Work will take place in all three counties during programming as well as in the offices in WaKeeney, Grainfield, and Oakley. Work will also take place during County Fairs as well as Summer Camps throughout the State of Kansas.

RESPONSIBILITIES:

In consultation with the appointed supervisor(s):

1. Prepare a Project Report that will be presented to the Golden Prairie Executive Board at the end of internship. This Project Report can be:
   a) Self-determined with a focus on one or few programs of the internship that was most interesting to you and how it will enhance your career goals, and/or
   b) Detailed overview of the knowledge, skills, and abilities that you gained as a result of your internship, and/or
   c) A topic determined appropriate by the Extension District Director

2. Assist Extension Agents as needed.

3. Assist the Extension District to enhance the 4-H program through multiple delivery methods and audiences.
   Implement Best Management Practices and Information.
   Integrate volunteers into your work.

4. Coordinate and implement the Extension District’s 4-H club programs.
   Help implement the training of adult and youth club leaders.
   Serve as a contact for the club program.
   Assist the 4-H Program Managers with growing the 4-H program through multiple delivery methods and audiences.
   Recruit and promote 4-H club membership and participation.
5. Coordinate and implement the Extension District’s 4-H events and activities.
Utilize the local 4-H Events Council and 4-H volunteers to design, develop, and coordinate and 4-H events and activities to meet local needs.
Ensure accuracy and use of the local 4-H data systems.
Promote and market 4-H youth development activities.
Assist in collecting and recording fees, helping keep financial records and preparing reports as directed by supervisor(s).

6. Work with volunteers and facilitate their contributions.
Promote, coordinate and encourage youth and adult participation.

7. Communicate the value of the local 4-H program.
Provide program information to media, partners and stakeholders.
Deliver 4-H programming to youth at schools or school-aged youth within the Extension District.

8. Coordinate the Extension District’s youth participation in area, and state opportunities.
Market opportunities and encourage youth participation.
QUALIFICATIONS

Required:

Ability to pass criminal background check.

Ability to pass Kansas Child Abuse and Neglect background check.

Ability to communicate effectively both verbally and in writing.

Access to a personal vehicle and the ability to obtain/maintain a valid Kansas Driver’s License.

Ability to represent the local K-State Research and Extension office in a professional manner.

Preferred:

Significant experience in a youth development organization (as a member, volunteer, leader, paid staff member or some combination).

Experience in working with individuals, groups and co-workers to accomplish goals.

Experience in word processing, email and internet resources.

Experience in working with volunteers.

Experience in coordinating events and educational activities.

Experience and skills in program development, teaching and evaluation.

This document is a general description of typical job duties, responsibilities and qualifications of an Extension Summer Intern. Additional duties, specific qualifications and work emphasis may vary between individual positions.

(Revised March 3, 2020)