

N.C. Cooperative Extension
NC State University
2501 Founders Drive, Suite 120
Campus Box 7602; Patterson Hall
Raleigh, NC 27695-7602



Buncombe County Extension Intern

Location: Buncombe County
Program Area: 4-H Youth Development
Immediate/Site Supervisor: Jordan English
Other Mentors and Supervisors: Holly Jordan

Position Description/ Responsibilities:

The Buncombe County 4-H Youth Summer Intern will assist the 4-H Agent in planning, implementation, and evaluation of youth summer programs. There will also be opportunities to design and deliver sessions with guidance from Agents. Collaboration across program areas within Cooperative Extension is vital to the success of our summer day camps, so interns will be able to work closely with Agents in Family & Consumer Science (including financial literacy and health/wellness), Horticulture, and Livestock. Additionally, there will be opportunities to partner and learn from community leaders.

Preferred qualifications/previous coursework:

- excellent verbal and written communication skills
- ability to work independently
- ability to handle multiple demands and set priorities
- reliable transportation
- must be able to lift and carry supplies needed for programs
- some sessions will be held outdoors, must be able to be present for outdoor activities during the summer
- proficiency in basic technology and software such as Google Docs, Google Sheets and Google Forms
- experience in program design, delivery, and evaluation
- knowledge of Cooperative Extension program areas and offerings
- education or experience in youth education/development
- ability to manage time and resources effectively
- interest in working with youth ages 5-18

Benefits/skills student will gain through this internship:

- valuable, hands-on experience in leadership, project management, communication, and event coordination
- work directly with youth, guiding them through agricultural, STEM, and community service projects
- enhance teaching, mentoring, and teamwork skills
- develop problem-solving abilities, as they help manage and troubleshoot events and programs, all while gaining insights into the operation of non-profit organizations
- build a strong work ethic, improve organizational skills, and develop confidence in public speaking



National Institute of Food and Agriculture
U.S. DEPARTMENT OF AGRICULTURE



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