NC COOPERATIVE EXTENSION · N.C. A&T STATE UNIVERSITY · NC STATE UNIVERSITY

Caldwell County Extension Intern

Location: Caldwell County, NC
Program Area: 4-H Youth Development
Immediate/Site Supervisor: Gabby Whorley
Other Mentors and Supervisors: Seth Nagy

Position Description/Responsibilities:

- Intern will work with Extension Agents and program and office staff to coordinate and implement hands-on, educational program events and activities.

- Assist in preparations for planned events and activities by gathering information, assembling materials, and contacting participants

- Assist with marketing of the Caldwell County 4-H program and activities

- Supervise youth before, during, and after programs as part of a team

- Create, implement, and analyze program evaluations

Benefits/Skills student will gain through this internship:

- Intern will learn to communicate with the general public (4-H volunteers, parents, and youth) and potential new 4-H members
- Other benefits can include:
  - Appreciation for youth development
  - Skill development in volunteer management
  - Increased knowledge in current events impacting Extension work
  - Greater understanding of Extension's history and its mission

Preferred Qualifications/ Previous Coursework:

- Student applicants must be currently accepted for, or enrolled in, a four-year accredited college or university in a course of study relevant to the work of Extension.
- It is mandatory that the intern has a positive attitude and is able to work in a team environment. This includes being able to work effectively and build relationships with others.
- The host supervisor will work with the intern's current skill set. Below is a list of qualifications, certifications, and skills that will be used during the intern's project:
  - Organization and planning skills
  - Oral and written communications skills
  - Ability to handle multiple demands and set priorities

Additional Information

In addition, the intern will be paired with other agents in the office to get a well-rounded fun, memorable, and learning Extension experience!