

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



Jones County Extension Intern

Location: Jones County

Program Area: 4-H Youth Development

Immediate/Site Supervisor: Samantha Bennett

Other Mentors and Supervisors: Jacob Morgan- Field Crops; Sarah Ware- FCS; Kristi Welke- Livestock

Preferred qualifications/previous coursework:

- Coursework in youth development, education, agriculture, or related fields and/or experience working with children or youth
- Ability to work effectively with diverse and underserved populations
- Strong organizational, written, verbal, and interpersonal communication skills; ability to work independently and with teams
- Proficiency in Canva, MS Word, PowerPoint, Excel, and Office)
- Ability to manage time in a fast-paced, dynamic environment and lift/carry training supplies, publications, and program equipment

Position Description/Responsibilities:

- Assist in organizing and implementing 4-H summer programs, camps, and events for youth participants. Help plan and coordinate workshops, recreational activities, and community service projects aligned with the 4-H mission.
- Collaborate with Extension agents and local volunteers to ensure successful program delivery. Participate in planning and facilitating educational sessions focused on leadership, STEM, agriculture, healthy living, and civic engagement.
- Support and supervise 4-H youth participants during events and activities. Encourage and mentor youth in developing leadership, teamwork, and problem-solving skills. Promote a positive, inclusive, and safe learning environment for all youth participants.
- Assist with promoting 4-H programs through social media, local outreach, and community partnerships. Help prepare promotional materials, presentations, and outreach content to engage new youth and families. Attend local events to represent 4-H and raise awareness of Cooperative Extension programs and services.
- Assist with participant registration, data collection, and program evaluation. Maintain accurate records of events, activities, and program outcomes. Provide general office support, including preparing educational resources and managing supplies.

Benefits/skills student will gain through this internship:

- Youth Development and Mentoring
- Program Planning and Event Management
- Event Coordination
Community Outreach and Marketing
- Public Relations
Administrative and Organizational Skills
- Outdoor and Field Skills
- Teamwork in the Field
Cultural Competency and Inclusivity
- Mentorship and Networking

Additional Information

Regular office hours are Monday - Thursday from 8:00 a.m. to 5:00 p.m. and Friday from 8:00 a.m. to 12:00 p.m. Occasional work outside of these hours, including evenings and weekends, may be required. We encourage interns to explore their personal interests throughout the internship. We provide meaningful, hands-on experiences to support the intern's future career opportunities.



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



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