

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



Union County Extension Intern

Location: Union County
Program Area: 4-H Youth Development
Immediate/Site Supervisor: Crystal Starkes
Other Mentors and Supervisors: Autumn Baucom

Position Description/Responsibilities:

The Union County 4-H Summer Program Intern supports the planning, implementation, and daily operations of Union County 4-H Youth Development's Summer Fun Program, an eight-week series of hands-on, educational enrichment camps serving youth across Union County. The intern works closely with 4-H Agents to facilitate engaging learning experiences, assist with program logistics, and help ensure a safe, positive, and well-organized environment for youth.

In addition to supporting summer programming, the intern will gain exposure to and learn the fundamentals of NC Cooperative Extension, including its mission, program areas (4-H Youth Development, Agriculture, and Family & Consumer Sciences), community-based education model, and public service role. This position is designed to provide practical experience in youth development, education, and Extension programming while building foundational professional skills for careers in education, Extension, and community engagement.

- Assist 4-H Agents with planning and facilitating hands-on educational activities for summer day camps.
- Support delivery of STEM, agriculture, healthy living, and leadership-focused lessons using approved 4-H curricula. Supervise and actively engage youth during instructional sessions, recreation, and transitions between activities.
- Promote positive youth behavior and model professionalism, respect, and inclusivity.
- Assist with room and activity space setup and breakdown, including arranging tables, chairs, and supplies. Prepare materials, kits, and activity stations prior to camp sessions. Support audio-visual and technology needs for presentations and activities.
- Help ensure camps run on schedule and follow daily agendas. Assist with attendance tracking, pre/post surveys, and program documentation. Support basic data entry and organization of records related to camps and activities. Promptly report any accidents, injuries, behavioral concerns, or safety issues to 4-H staff.
- Greet families and youth in a friendly, professional manner; answer basic program questions or direct families to appropriate 4-H staff. Represent Union County 4-H positively to parents, community members, and partners. Assist with additional projects or responsibilities as assigned by 4-H Agents.

Preferred qualifications/previous coursework:

- Agricultural & Extension Education, Human Development and Family Studies, Education, Recreation, Business, Leadership, or coursework in related areas
- Experience working with children and/or youth
- Experience with public speaking, group facilitation, or leading activities

Benefits/skills student will gain through this internship:

- Hands-on experience with NC Cooperative Extension and 4-H Youth Development programming
- Professional mentorship from experienced 4-H Agents.
- Opportunity to build a competitive résumé for careers in education, Extension, youth development, and community outreach
- Development of transferable workforce skills applicable across multiple career fields
- Meaningful opportunity to make a positive impact in the lives of youth in Union County
- Youth facilitation and classroom management
- Leadership and confidence in working with groups

Additional Information

Interns are expected to adhere to NC Cooperative Extension and Union County policies, including youth protection, confidentiality, and safety procedures. Interns must wear appropriate attire for working with youth and participating in hands-on activities. Training and orientation will be provided prior to the start of camp. This internship is intended as a learning and professional development experience and does not guarantee future employment.



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



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