

N.C. Cooperative Extension  
Office of the Director of County Operations  
NC State University  
2501 Founders Drive, Suite 120  
Campus Box 7602; Patterson Hall  
Raleigh, NC 27695-7602



## Forsyth County

**County/Worksite Location:** Forsyth County Cooperative Extension

**Proposal/Program Area:** 4-H

**Project Title:** 4-H Summer Internship

**Immediate/ Site Supervisor:** April Bowman

**Other mentors/supervisors:**

1	Monique Pearce-Brady
2	Kim Gressley
3	Erin McSpadden

**Project summary and intended outcomes:**

Job assignments include (but not limited to):

- A. Assist with implementation of 4-H On-line and paperwork (medical forms, enrollment forms, media releases, payments, etc.) including data entry. Attention to detail is very important.
- B. Assist with the coordination and marketing of 4-H summer programs.
- C. Follow-up with volunteers to ensure that we are providing the needed materials, room set-up, etc. for them to conduct their summer class and that they will arrive on time.
- E. Assist with the supervision of youth before, during and after programs.
- F. Assist with the creation, implementation and tallying of program evaluations.
- G. Assist with the instruction of summer programs (potentially the 4-H livestock skillathon team, robotics programs, cooking, etc.)

**What qualifications and previous coursework does the student need in order to be prepared for this internship, if any?**

The intern must:

- Have good communication skills (written and oral)
- Be organized with strong attention to detail
- Know or be willing to learn:
  - social media (Instagram, Facebook, Twitter, etc.)
  - Google Suite (including sheets and forms)



- Be willing to work as a team member and support the 4-H program (in conjunction with the total Extension program)
- Have the ability to handle multiple demands and set priorities
- Coursework in Agricultural Education, Animal Science, STEM and/or FCS is preferred

**What benefits/skills will the student gain through this internship?**

Interns will gain experience in the following: computer skills, written/verbal communication, youth development, programming, evaluation and organizational skills including time management.