

Forsyth County Extension Intern

Location: Forsyth County

Program Area: 4-H

Project Title: 4-H Summer Intern

Immediate/Site Supervisor: April Bowman

Other mentors/supervisors: Monique Pearce-Brady, Kim Gressley, Other Extension Agents

Position Description/Responsibilities:

- Assist with implementation of 4-H Online and paperwork. Attention to detail is very important.
- Assist with the coordination, marketing and implementation of 4-H Summer Programs.
- 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.
- Assist with the supervision of youth before, during and after programs.
- Assist with the creation, implementation and tallying of program evaluations.
- Assist with the instruction of summer programs

Preferred qualifications/previous coursework:

- 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) Data entry and management into the 4-H Online System Training and facilitation of 4-H curriculum
- Be willing to work as a team member and support the 4-H program (in conjunction with the total Extension Center)
- Self-starter with the ability to handle multiple demands and set priorities
- Coursework in Agricultural Education, Animal Science, STEM and/or FCS is preferred

Additional Information:

Interns will have the opportunity to learn about N.C. Cooperative Extension's major program areas by meeting and working with other extension agents at the discretion of their site supervisor, including exposure to our edibles program.

Benefits/skills student will gain through this internship:

- Computer skills
- Written/verbal communication
- Youth development skills
- Programming, evaluation and organizational skills including time management