

## Carteret County Extension Intern

**Location:** Carteret County

**Program Area:** 4-H Youth Development, Family and Consumer Sciences

**Immediate/Site Supervisor:** Coleman Becton

**Other mentors/supervisors:** Stephanie Stevenson

### Position Description/Responsibilities:

Works with Extension Agents (4H and FCS) and program and office staff to coordinate and implement hands-on, educational program events and activities.

Participates in meetings where local issues are identified and prioritized, and program results and plans are discussed.

Assists in preparations for planned events and activities by gathering information, assembling materials, contacting participants, and soliciting support from external sources. As appropriate, conducts the teaching, training, or other program presentations.

Seeks information from mentors and colleagues regarding the history, purpose and mission of North Carolina Cooperative Extension. In some cases, the intern may identify and develop a value-added process, program, or training tool that may be implemented within the hosting unit's current operations.

This contribution should provide a substantial addition to the intern's resume as practical and applicable work experience.

Maintains a log, blog, or journal, as outlined by the Internship Coordinator, outlining internship experiences in order to complete the required record of internship. Completes and submits record of internship at the conclusion of the internship.

Housing is not provided.

### Preferred qualifications/previous coursework:

- Must have strong oral and written communications skills, and be able to work effectively and build relationships with others
- Must have good organization and planning skills, and be able to demonstrate effective project coordination, facilitation, and implementation based on past work or school experiences.
- Must possess deductive reasoning skills and be able to analyze and synthesize information for problem solving.
- Experience working with volunteers and youth is preferred.
- Must have a personal commitment to working with diverse clientele and colleagues.
- Must have reliable transportation as this position requires travel connected with official duties, including attendance at night and weekend meetings. (Mileage reimbursement will be provided.)
- As such, applicants must be willing to travel within the local area and work flexible hours.

### Benefits/skills student will gain through this internship:

- Will learn the value of working as a team
- Will learn to plan, implement, deliver and evaluate a program
- Will learn the realities of working with youth and adult volunteers
- Will learn about keeping good records and completing reports

### Additional Information:

The intern will work with both the 4-H and the Family and Consumer Science (FCS) agents in the county. They may have the opportunity to shadow the FCS agent in both counties she is working in.