

Edgecombe County Extension Intern

Location: Edgecombe County

Program Area: 4-H Youth Development

Immediate/Site Supervisor: Tanya Heath

Other mentors/supervisors: Art Bradley

Position

Description/Responsibilities:

Intern will work with all Extension Agents and office staff to coordinate and implement hands-on, educational program events and activities.

Intern will assist 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.

Intern will be assigned to work primarily with 4-H during summer educational programming, however the need to assist other agents in the area of agriculture, community & rural development and/or family & consumer sciences, may be requested.

Preferred qualifications/previous coursework:

- Enrolled in any agriculture, animal sciences and/or youth development field of study
- Must have strong oral and written communications skills
- Able to work effectively and build relationships with others
- Must have good organization and planning skills
- Able to demonstrate effective project coordination, facilitation, and implementation based on past work or school experiences
- Experience working with volunteers and youth is preferred

Benefits/skills student will gain through this internship:

- Will develop a higher level of organizational skills in planning educational programs that range from marketing programs to registering youth for programs to the implementation of programs offered
- Will enhance computer skills in google docs, Event Brite system in addition to 4-H online membership & adult volunteer requirements & Minors regulations.
- Develop teamwork skills by working through the summer with various agents, staff members & 4-H volunteers.