

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



Forsyth County Extension Intern

Location: Forsyth County

Program Area: 4-H Youth Development

Immediate/Site Supervisor: April Bowman

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

Position

Description/Responsibilities:

- Assist with our membership database program, "4-H Online". Attention to detail is very important.
- Assist with the coordination, marketing and implementation of 4-H Summer Programs (potentially to include Eventbrite).
- 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)
- 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
- 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.

Benefits/skills student will gain through this internship:

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

