

Caldwell County Extension Intern

Location: Caldwell County

Program Area: 4-H Youth Development

Immediate/Site Supervisor: Sarah Kocher

Other Mentors and Supervisors: Seth Nagy, Sarah Christas

Position Description/Responsibilities:

North Carolina Cooperative Extension is a dynamic organization that advocates positive change for more productive lives and vibrant communities. Extension's mission is to enable people to improve their lives through an educational process that uses scientific knowledge focused on issues and needs.

Intern responsibilities include:

- Works with Extension Agents and program and office staff to coordinate and implement hands-on, educational program events and activities.
- Assists in preparations for planned events and activities by gathering information, assembling materials and contacting participants.
- Assists with marketing of the Caldwell County 4-H program and activities.
- Supervises youth before, during and after programs as part of a team.
- Creates, implements and tallies program evaluations.

The intern will complete a project during the summer internship. The project will be determined jointly by the intern and supervisor, based on intern interests and program needs.

Benefits/skills student will gain through this internship:

- Learn to communicate with the general public, 4-H volunteers, parents and youth, and potential new 4-H members
- An appreciation for youth development
- Skill development in the area of volunteer management
- Increased knowledge in current events impacting Extension work
- Greater understanding of Extension's history and its mission
- Will be paired with other agents in the office to get a well-rounded Extension experience

Preferred qualifications/previous coursework:

- Mandatory that the intern has a positive attitude and is able to work in a team environment. This includes being able to work effectively and build relationships with others.
- Host supervisor will work with the intern's current skill set.
- Below is a list of qualifications/certifications/skills that will be used during the intern's project:
 - Organization and planning skills
 - Oral and written communications skills
 - Ability to handle multiple demands and set priorities