

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 and Supervisors:** Kim Gressley, Other Extension Agents

### Position Description/Responsibilities:

Assist with the implementation of 4-H Online 2.0 (the 4-H enrollment database programs).

Assist with the coordination, marketing, and implementation of 4-H Summer Programs virtually, in-person, or blended.

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 virtually, in-person, or blended.

Assist with the supervision of youth before, during, and after programs.

Assist with the creation, implementation, and tallying of program evaluations, including the final (state-wide) 4-H Gardening Grant survey that will be collected in May.

Assist with the instruction of special interest programs (potentially the 4-H poultry judging team, Gardening-at-Home, etc.)

### 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 2.0 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 Family and Consumer Sciences is preferred.

### Additional Information

The intern 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 Community Garden Program, Horticulture Program focused on edibles, and Family and Consumer Science Foods and Nutrition programs.

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

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

