

## Montgomery County Extension Intern

**Location:** Montgomery County

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

**Immediate/Site Supervisor:** Chrissy Haynes

**Other Mentors and Supervisors:** Tracy Blake, Rhonda Peters, Kaitlyn Lamaster, Jamie Warner

### Position Description/Responsibilities:

Intern will assist with virtual and hybrid summer programs. They will assist with planning, marketing, recruitment, facilitation and evaluation of the programs. They will also assist with sharing the success of the program through the writing of newspaper articles, website and social media posts, etc. He/she will also help prepare take-home kits for program participants to use during virtual programming.

Other responsibilities include:

- Assist with school enrichment videos prepared for use in the virtual public and private school classrooms.
- Create factsheets for youth and teenagers with facts about 4-H, quick and easy recipes for FCS, agriculture fact sheets in the County, etc.
- Will assist with video production for our "Ask Extension" Youtube channel
- Assisting with the design and marketing of a teen/early college budgeting program
- Other responsibilities as needed by Extension Agents and the CED.

### Preferred qualifications/previous coursework:

- Good Communication skills
- Teachable/Adaptable/Willing to Learn
- Computer Skills a Must
- Some video editing experience preferred

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

- The intern will gain teaching experience (both virtual and in person) with both youth and adult audiences.
- Working with a team who programs well across disciplines (Ag, 4-H and Family and Consumer Sciences).
- He/She will have a good understanding of every program area within Cooperative Extension.
- The intern will learn how to plan, recruit, deliver and evaluate programs effectively.

### Additional Information

The intern will need to be highly self-motivated to work from any location (in office or from home) depending on the current county and state restrictions in place in