

Moore County Extension Intern

Location: Moore County

Program Area: 4-H Youth Development

Immediate/Site Supervisor: Deborah McGiffin, County Extension Director

Other Mentors and Supervisors: Kaley Lawing, 4-H Agent; Tom Shea, Livestock Agent; Janice Roberts, Family & Consumer Sciences Agent

Position Description/Responsibilities:

Assist agents with preparations for the 4-H Summer Fun Program which includes gathering supplies and materials required for scheduled activities, daily room set-up and take-down, distributing needed materials to youth, monitoring and engaging youth in planned activities, and assessing program effectiveness through observations and participant feedback

Assist 4-H Agent and County Extension staff organize and implement the annual South-Central District 4-H Activity Day, being held in Moore County by helping 4-H members and their families find and set-up in their perspective assigned presentation rooms.

Assists with Extension program registrations and light office duties as needed.

Supports Family and Consumer Sciences (FCS) Agent by assisting with kitchen set-up/clean-up and food preparation for 4-H Farm to Fork, 4-H Back to Basics and 4-H Bar-B-Q Boot Summer Fun Camps;

Support Livestock Agent with preparations needed to implement and 3-4-H Summer Fun animal science related day camps; helps to analyze evaluations at conclusion of Summer Fun program.

Contributes to County newsletter and with written articles to media outlets.

Helps promote Extension through assisting with filming and documenting 4-H summer program/activities on social media sites.

Participates in Extension meetings and offers observations of meeting outcomes.

Preferred qualifications/previous coursework:

Must be able to lift 25 lbs.

Must possess good written/communication, computer and social media, customer service skills.

Ability and willingness to work outdoors and in camp settings.

Strong time-management skills.

Evidence of successful leadership experience in 4-H, school, and/or community programs desired.

Experience working with youth and volunteers preferred.

Willingness to learn about the Cooperative Extension Service and its program areas required.

Prefer Evidence of Courses Completed Relating to Program Planning/Organization; Youth Development

Benefits/skills student will gain through this internship:

- The intern will gain valuable firsthand experience in planning, promoting, implementing and evaluating the Moore County 4-H & Youth Summer Fun program.
- This internship is an opportunity for an enthusiastic and self-motivated student to experience directly the aspirations and prospects of a career in Extension, while enabling Extension agents to enhance their collective capacity to efficiently deliver the 4-H/Youth Summer Fun program that serves our local communities during the busy summer months.

Additional Information

The Moore County 4-H Summer Fun is available to youth between the ages of 5-18 (as of January 1, 2021). Beginning in early June and running through the month of July, Summer Fun is a collection of educational age-appropriate day weekly camps, field trips, and hands-on activities designed to create lasting fond summer memories and valuable life skills through positive learning opportunities and experiences.