



4-H INTERN

START/END DATE: Mid-May, 2019 (as available) to August 1, 2019.

PRIMARY LOCATION: Altamont, Kansas

JOB RESPONSIBILITIES: The position will have a primary focus on office support and coordination/communication regarding fair and camp activities. The position will be exposed to a wide variety of work experiences and programming opportunities. General skills and tasks are outlined below. Salary based on qualifications and experience.

CLERICAL DUTIES MAY INCLUDE: • Assist in letter writing, preparing brochures/booklets and other communications • Collection and management of registrations, entries and other program data • Daily customer service-distributing information and handling transactions with clients via email, mail, phone and in-person • Other clerical duties as needed to support programming

PROGRAM ASSISTANT/SUPPORT STAFF DUTIES MAY INCLUDE: • Assist with delivery of summer 4-H & Youth camps • Prepare and organize workshop/camp materials as necessary • Attend workshops/camps to help carry out programming • Assist in planning, organizing and conducting the 4-H/Youth activities at the County Fair. Responsibilities will include, but are not limited to: preparing paperwork, assisting with livestock shows and sale, data entry and management, and general support of livestock and exhibit hall activities. During the fair, additional hours will be required. • Assist with preparation and delivery of other Extension programs as needed • Any other related duties deemed necessary by the 4-H agent or district director. • Participate in positive youth development training. • Participate in training on each summer camp that will be delivered.

Send cover letter, resume, and three references to: K-State Research and Extension, Wildcat Extension District, 120 E. Buffalo St, Girard, KS, 66743, (620)724-8233, wildcatext@ksu.edu. A full job description can be found at: www.wildcatdistrict.ksu.edu. Wildcat Extension District is an Equal Opportunity Employer.

Applications will be accepted until Friday, April 26, 2019 at close of business day.