K-State Research and Extension – Post Rock District
4-H Program Internship Job Description

DESCRIPTION:
The Post Rock District 4-H Program Internship is responsible for assisting with the planning and implementation of the Post Rock District 4-H Youth Development Program. This position is supervised by the District Director and other District Extension Agents. Some overnight travel and evening and weekend work will be required. This position is not to exceed 40 hours per week for up to 12 weeks. The internship start and end date is negotiable, not starting before May 18, 2020 and continuing beyond August 21, 2020.

RESPONSIBILITIES:
1. Assist the Post Rock District to enhance the 4-H program through multiple delivery methods and audiences, including but not limited to face-to-face and digital outreach platforms.
2. Utilize the local 4-H Council and 4-H volunteers to design, develop, coordinate and evaluate 4-H events and activities to meet local needs, as assigned by supervisors.
3. Plan and implement events and activities in alignment with Post Rock District, K-State Research and Extension, and Kansas 4-H policies, resources and best practices.
4. Communicate and market the value of the local 4-H program to target audiences, media and partners through diverse modes of communication.

QUALIFICATIONS:
Preferred: Student actively completing post-secondary education in youth development, education, sociology, event planning, or related field.

Required:
- Access to a personal vehicle and the ability to obtain/maintain a valid Kansas Driver’s License.
- Access to a smart phone.
- Ability to represent the local K-State Research and Extension unit in a professional manner.
- A background check and completion of the Kansas 4-H Volunteer Screening Process is required upon hiring.
- Active 4-H membership in the county of application is not acceptable.

The ideal candidate will have:
- Ability to communicate effectively, both orally and in writing, with individuals, groups, mass media, and online platforms.
- Ability to utilize electronic communication and computer applications to fulfill programming responsibilities.
- Experience in working with individuals, groups and co-workers to accomplish goals.

APPLICATION PROCEDURE:
- **4-H Program Internship – Lincoln County:** Position is open until filled. Applications will not be considered after May 12, 2020. To apply, submit a cover letter and resume to Nora Rhoades, District Director and Youth Development Agent, at nrhoades@ksu.edu.
- **4-H Program Internship – Mitchell County:** Position is open until filled. Applications will not be considered after May 12, 2020. To be considered, submit a cover letter and resume to Nora Rhoades, District Director and Youth Development Agent, at nrhoades@ksu.edu.

For more information, contact Nora Rhoades, District Director and Youth Development Agent, 785-378-3174, or nrhoades@ksu.edu. For more information about the Post Rock District, visit www.postrock.k-state.edu.

EQUAL EMPLOYMENT OPPORTUNITY:
K-State Research and Extension is an Equal Opportunity Employer of individuals with disabilities and protected veterans and actively seeks diversity among its employees.