

APPLICATION PROCEDURE

Position is open until filled. Screening will begin immediately. Consideration is not guaranteed after April 15, 2026. To apply, submit a resume to a Post Rock District Office or by email to Nora Rhoades, District Director, at nrhoades@ksu.edu. Email subject: "Internship Application". For more information, contact Nora Rhoades, District Director, at 785-378-3174 or nrhoades@ksu.edu.

DESCRIPTION

The Youth Development Intern is responsible for assisting with the planning and implementation of the K-State Extension Post Rock District 4-H Youth Development Program. K-State Extension Post Rock District serves Jewell, Lincoln, Mitchell, Osborne, and Smith Counties in North Central Kansas.

RESPONSIBILITIES

- Present a positive, professional and inviting impression of the Post Rock District extension unit, K-State Extension, and Kansas 4-H while interacting with the public and performing responsibilities.
- Self-starter who is excited about youth development and has a desire to extend the K-State Extension and Kansas 4-H missions.
- Comfortable practicing skills related to event planning, facilitation, teaching, public speaking, and program reporting.
- Comfortable working individually and with in-person and distance-connected groups to accomplish goals.
- Organize and manage resources, tasks and team members to vision, plan, and produce high-quality projects in a fast-paced environment and in alignment with Post Rock District, K-State Extension and Kansas 4-H policies and best practices.
- Flexible and able to work cooperatively under pressure.
- An area of focus for this internship is executing hands-on, project-based activities for school-age youth audiences in Jewell, Lincoln, Mitchell, Osborne, and Smith Counties. Programming may include topics related to leadership development, personal development, career exploration, engineering and technology, agriculture and natural resources, creative arts, and consumer and family sciences in order to meet the objectives of the partnership between Post Rock District's 4-H Youth Development Program and the Kansas 4-H Summer Engagement grant initiative.

QUALIFICATIONS

Applicants must be at least 18 years old to be eligible. Relevant experience in a youth development organization or related field (as a member, volunteer, leader, paid staff member or some combination) is preferred. The ability to represent the local K-State Extension unit and Kansas 4-H in a professional manner is required. Access to a personal smartphone and laptop, and the ability to complete work responsibilities in alignment with K-State's technology and software policies is preferred. Access to a personal vehicle and the ability to obtain/maintain a valid driver's license is required. A criminal background check is required.

WORK HOURS, LOCATION AND TRAVEL

This is a seasonal, part-time position. The position is not to exceed 40 hours per week. Some early morning, evening, and weekend working hours will be expected in addition to standard business hours. General business hours for the internship are 8:00 a.m.-4:30 p.m., with a 30-minute unpaid lunch break. A home office will be assigned at either Beloit, Lincoln, Mankato, Osborne, or Smith Center, KS. Additional work locations will depend on the team's planned meetings and program locations throughout the district. There will be out-of-district travel and an overnight stay for the state-wide internship training May 26-28, 2026. Some other out-of-district travel may be pre-approved as needed by the District Director.

The intern will need to drive a personal vehicle to meet position expectations when a Post Rock District vehicle is unavailable. Reimbursement for personal vehicle travel expenses will be made by the Post Rock District when pre-approved by the District Director. The commute from residence to the assigned home office is not reimbursable. Mileage is not reimbursable for the first 30 miles of a one-way commute from residence to worksites that are not in the home office's town. Pre-approved mileage and per diem reimbursement will be made at the official State of Kansas travel rates.

BENEFITS, EMPLOYER AND SUPERVISOR

The Post Rock District Extension Board provides the salary and benefits for this position. The intern reports to the District Director and 4-H Youth Development Agent. The employee benefits for this position will include Social Security with the employer contributing the employer's share of the hourly wage each month to the Social Security Administration. This is a non-exempt position and thus, is subject to the provisions of the Fair Labor Standards Act. The intern will not be expected to report to work on official Post Rock District holidays, yet there are no paid holidays or paid time off for this position. Compensation will be paid per hour of work, and pay periods will be monthly. Paychecks will be mailed after the 15th of the month following the time worked (Example: June 15 for May time worked). The intern will be expected to follow Post Rock District workplace policies and expectations. K-State Extension Post Rock District is an equal opportunity provider and employer.