Southwind Extension District
Summer Internship Job Description

The Southwind Extension District is an extension of K-State Research and Extension to provide community education, utilizing research-based information to the residents of Allen, Bourbon, and Neosho Counties.

General Information:

Title: Summer Intern
Location: Southwind Extension District Office – Iola, Erie, Fort Scott
Type: Part-Time/Paid
Start/End Date: Negotiable
Compensation: Interns will be paid an hourly wage of $7.25, to be paid monthly. The position is part-time with hours ranging from 20-25 hours per week. Hours may be more depending on the events taking place in a specific week. There will be occasional evening and weekend work required. The total internship is not to exceed 240 hours.

Purpose:

The Summer Internship provides youth in the Southwind Extension District an educational opportunity to gain valuable experience working with District Extension Staff and community members. Interns will be exposed to a number of learning experiences enhancing their academic and career goals. The partnerships developed between the Southwind Extension District Staff, community members served, and the Intern have proven to be beneficial to all involved.

Description:

As a member of the Southwind Extension District Team, the Intern will primarily spend time in the Extension Office assisting with the preparations of summer programming and the county fair. Interns are responsible for planning and implementing their own programs as well. There will also be a number of other smaller tasks to be completed, as directed by the Office Professional and District Extension Agents.

Responsibilities:

- Collaboratively work with Southwind Extension District Staff, including agents and office professionals
- Assist with office responsibilities, i.e. answering phone, greeting clientele, organization
- Communicate with community members/clientele in a professional manner
- Maintain confidentiality of office or clientele relations
- Plan and Implement a District-Wide Program of interest that will benefit 4-H youth in the District
- Assist with District Extension Agent Programs or Events, as needed
- Plan and implement Summer Day Camp
- Assist with County Fair Preparations
- Plan and implement a major community events as assigned
- Complete Monthly Board Reports/Timesheets

Qualifications:

- Current High School or College Student
- At least 16 years of age with current driver's license
- Interested in Agriculture, Food/Nutrition, Families, or Youth Development
- Good oral, written, and communication/presentation skills

How to Apply:

Interested youth must complete the Summer Internship Application on the Southwind Extension District website, www.southwind.ksu.edu. Submit the application, a resume, and a brief list of dates unavailable to work to the local Extension Office.