

4-H Onondaga County Horse Program Internship Positions

POSITION SUMMARY

The 4-H Horse Program Assistants will work with Onondaga County 4-H staff to provide program & clerical assistance. He/she will assist in coordination of events, including promotion and publicity. The internship is an opportunity to work with youth and club leaders, providing instruction in horse health, horsemanship, and equine care, as well as an opportunity to develop curriculum and professional development that can be used or adapted to meet degree requirements.

Interns during the summer months can expect to gain significant teaching and event coordination experience in an outdoor environment during the County and New York State Fairs. Interns during the fall, winter, and spring can expect to gain experience developing curriculum, teaching, and leadership skills, and to visit local stables and equine education events. The internship positions are available year-round.

Listed below are requirements for the internship, as well as the range of duties and responsibilities that may be expected of the Assistants.

Required Qualifications

- High school, associate or college degree student
- Ability to meet travel requirements associated with this position
- Ability to pass criminal and motor vehicle background check
- Ability to work flexible hours, which may include evenings and/or weekends
- Ability to communicate effectively, both orally and in writing

Preferred Qualifications

- Experience in the equine industry or working with horse people
- Have some sort of 4-H background, knowledge about the Danish system
- Youth Development background with school-age youth

Duties Include

- Assisting with organization and setup of 4-H events and programs
- Assisting with clerical responsibilities, including but not limited to: filing, creating reports and newsletters, and sorting and organizing supplies
- Providing computer support in the form of: data collection, data entry, and organization of data for 4-H events
- Providing support for 4-H activities in Onondaga County, including but not limited to: 4-H Clubs, County Fair, animal shows, clinics, and State Fair

Responsibilities:

1) Work with the superintendent for the 4-H show at the County Fair:

- 1.1. Support search for the judge.

- 1.2. Work on show entries and record results in our computer system.
- 1.3. In charge of getting all veterinary regulatory health records.
- 1.4. Organize event supplies, patterns, ribbons, and trophies, etc.
- 1.5. Enforce 4-H horse show rules and guidelines.

2) Promote a horse clinic throughout the summer

- 2.1. Organize logistics for a one-day English/Western clinic in June.
- 2.2. Promote activities for both youth who have horses and youth who don't own a horse.
- 2.3. Work on registration, insurance paperwork, ensuring safety requirements for the youth and animals, and making sure things run on time.

3) Attend horse club meetings and leader meetings

- 3.1. Assist 4-H staff with the organization of events and programs.
- 3.2. Assist in promoting network to engage more people from horse industry in the county with the 4-H Program in Onondaga County.
- 3.2. Assist 4-H staff with setup of events and programs, and help set up fun county events throughout the summer for the horse club members.

EEO/EPO and Policy

Applies to all duties and functions

- Assist the Cornell Cooperative Extension system in reaching out to diverse audiences.
- Awareness of, and adherence to, established Cornell Cooperative Extension Association of Onondaga County policies and procedures.
- Contribute to the overall success of the organization by performing all assigned duties in a professional, timely, and accurate manner.

Health and Safety Requirements

Applies to all duties and functions

- Support the association to maintain a safe working environment.
- Be familiar and strive to follow any applicable federal, state, local regulations, association health and safety policy/procedure/requirements and standards.
- Act proactively to prevent accidents/injuries and communicate hazards to supervisors when identified.

Internship hours: Part-time and Full-time. Volunteer, with no compensation. The internships can be applied to internship/school credits.

To apply, please email jmq27@cornell.edu with your available dates, resume, and cover letter.