

Grigg Lewis Foundation, Workership Program  
Job Description

<b>Organization:</b>	Cornell Cooperative Extension of Niagara County
<b>Job Title:</b>	Summer 4-H Youth Intern
<b>Reports to:</b>	Heidi Feltz

**Job Purpose:**

The summer 4-H Youth Intern will work as a part of the 4-H Youth Development team at Cornell Cooperative Extension of Niagara County. She/he will serve as a counselor for the 4-H Summer Day Camp and will have the opportunity to assist with planning and delivering interactive educational programming with an emphasis on STEM (Science, Technology, Engineering and Math). This position is critical to the success of this popular day camp and to keeping it affordable for local families. The intern will also assist with preparing 4-H activities/displays for and working at the Niagara County Fair, the largest public event in our county. This worker ship experience will provide real-world job exposure in a supportive yet challenging environment that fosters self-awareness, personal growth and skill development.

**Duties and responsibilities:**

1. Serve as a counselor for the 4-H Summer Day Camp program.
  - Assist with planning, preparing and delivering age appropriate educational activities to 4-H campers including, but not limited to arts and crafts, science experiments, cooking classes, woodworking projects, physical activity games and activities, etc.
  - Assist with providing a safe environment for campers in his/her own group.
  - Act as a role model and mentor for campers.
2. Prepare for the Niagara County Fair.
  - Assist with planning and preparing educational and 4-H displays for the Niagara County Fair.
  - Assist with organizing, planning and preparing for 4-H Judging.
  - Assist with monitoring the 4-H training Center during fair hours.
3. Teach research based information to youth of Niagara County.
  - Assist with delivering researched based, STEM information and activities to youth throughout Niagara County at health fairs, environmental fairs, community events, etc.
4. Complete General Office work as required.

The majority of the work will be completed at the CCE Lockport office at 4487 Lake Avenue in Lockport. Some educational programs and community fairs may be held throughout the county.

**Qualifications:**

Required Qualifications include:

- Residency
  - Resident of Eastern Niagara County (includes Lockport, Newfane, Gasport, Sanborn, Cambria, Wilson, Ransomville, Wheatfield, Royalton, Hartland, Barker, Pendleton, Middleport, and Somerset only) or enrolled in Niagara County Community College or Niagara University in the fall of the year for which she/he applies

- Education
  - High School Diploma or equivalency
  - Enrolled in any college in the fall of the year for which s/he is applying
- Specialized knowledge
  - Completed coursework or an interest in pursuing a degree in Education and/or Human/Youth Development is preferred, but not required.
- Skills
  - Creative
  - Strong communication skills
  - Flexible, open and receptive to new information and ideas.
  - Adaptable
- Abilities
  - Proficient with windows-based software including use of the Internet and Microsoft Office Suite including Outlook, Word, PowerPoint, Publisher, and Excel.
  - Ability and willingness to work with diverse audiences.
  - Ability to communicate effectively through verbal, written and visual channels using traditional methods and educational tools, as well as electronic technology (e.g., video, audio, computers, etc.).
  - Ability to work effectively and cooperatively with others as well as independently.
- Experience
  - Experience working with youth is preferred, but not required.

**Working Conditions:**

Work hours are typically from 8:00am to 4:30pm. However, a certain degree of flexibility is required before and during the Niagara County Fair, which is held from July 31<sup>st</sup> - August 4<sup>th</sup>. This may require working some nights and weekends. There may be times where working outdoors is required.

**Physical requirements/Dress code:**

Occasionally, the summer 4-H Youth Intern would need to lift 20-30 pounds. The dress code is business casual and should be determined by the duties and events of each day.

**If interested in the 4-H summer intern position please contact:**

**Heidi Feltz**

[hmk3@cornell.edu](mailto:hmk3@cornell.edu) or 716-433-8839

Approved by: \_\_\_\_\_ Reviewed: Date \_\_\_\_\_