Position Description:  **Working Title: 4-H Program Assistant/ Summer Intern**

**Summary of Position:** Assist in planning, promoting, implementing and evaluating 4-H Program activities. Position is temporary 300 hours total at $11.50/hour, to commence on or around June 1st and end on or around August 18, 2019.

**Major Responsibilities:**
- Plan and coordinate 4-H activities as directed.
- Assist in implementing horse shows and other livestock activities.
- Assist with planning and implementing programming for local County Fair.
- Complete planning and informational materials in advance for NYS Fair.
- Work directly with youth, adult volunteers and community stakeholders.
- Promote and develop relationships with sponsors for 4-H events.
- Promote and inform about 4-H activities through newsletters, email, and social media.

**Program Evaluation and Reporting:**
- Assess the impact of programs as they relate to Positive Youth Development.
- Compile and report on program participation data after each program completion.

**Reporting Relationships:**
- Direct supervision from the 4-H program leader with input from 4-H staff.

**Education and Experience:**
- High School Degree and minimum one year of college. Knowledge of the 4-H program and experience working with volunteers and youth.

**Knowledge and Skills:**
Responsible for complying with all EEO/EPO policies/procedures as listed in the CCE Affirmative Action plan and in the employee manual.
- Must be able to work with a diverse audience, including staff, volunteers and the public.
- Ability to communicate through written, oral and electronic methods
- Possess good computer skills, including Excel, Word, PowerPoint, and social media.
- Resourceful, requiring minimal supervision, self-motivated, willing and able to work collaboratively with staff and volunteers
- Creative, able to work within a limited budget and to identify and utilize resources within the community
- Able to plan, implement and evaluate program components

**Special Requirements:**
- Willingness to work evenings and weekends as program requires
- Ability to travel in and out of the county as the program requires
- Ability to move and lift approximately 40 pounds of program materials/equipment

**To Apply:**