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 $12.50/hour, to commence on or around June 1 and end on or around August 21, 2020.

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:

Knowledgeable 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 50 pounds of program materials/equipment

To Apply:

Submit cover letter, resume, reference and Cornell Cooperative Extension application found on our website at: http://tioga.cce.cornell.edu/. Send completed material to Cooperative Extension Tioga, 56 Main St. Suite 109, Owego, NY 13827 Attn: 4-H or email to mew235@cornell.edu. Materials due March 25, 2020.