

## **POSITION DESCRIPTION COUNTY OF HOWARD, INDIANA**

**POSITION:** 4-H SUMMER INTERN

**DEPARTMENT:** HOWARD COUNTY COOPERATIVE SERVICES

**WORK SCHEDULE:** M-F 8-4

**JOB CATEGORY:** COMOT

**DATE WRITTEN:** 06/13/2014

**STATUS:** Seasonal

**DATE REVISED:** 01/2025

**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Responsible for:**

#### **DUTIES:**

Support the total Howard County Extension Program and personnel  
Assist with 4-H program and ANR and HHS programs as needed  
Work with a wide range of clientele to assist with answering Extension related questions  
Assist with educational workshops for various Extension areas. This may include contacting potential speakers/presenters and/or presenting at workshops.  
Assist with Mini 4-H meetings, camp, and project check-in for fair  
Help organize events leading up to and during the Howard County 4-H Fair  
Prepare materials for the fair as directed by Extension staff  
Assist with fair project check-in, judging, and check-out  
Assist with livestock shows during the fair  
Prepare and organize mailings, notices, educational flyers, etc., as needed  
Strictly observe office confidentiality and maintain harmonious office relationships  
Availability to work outside of normal business hours, including early mornings, evenings and weekends.  
Assist with general office duties as required and other duties as assigned

#### **SKILLS:(basic format for all positions, there are three other skill sets to choose from)**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**RESPONSIBILITY:** See job duties.

**EDUCATION AND EXPERIENCE:**

Individuals should be at least one year past high school graduation and also:

A willingness to become familiar with and follow all guidelines and policies of the Purdue Extension Service, State and local 4-H Programs.

Be highly motivated, dependable, neat in appearance, able to meet and work with the public in a courteous manner and be able to follow instructions.

A sincere interest in teaching and sharing knowledge and skills with youth and adults in an educational setting.

The ability to work and communicate effectively in both verbal and written forms.

4-H background is desired, but NOT required.

High school diploma required. College coursework preferred.

Basic computer skills and Microsoft Office skills are desirable especially in Word, Excel, and Publisher.

Must pass a criminal background check. (You will be working with children)

Reliable transportation is needed.

Must sign the Purdue Adult Behavioral Expectations form upon start of employment.

**PERSONAL WORK RELATIONSHIPS:** Ability to communicate tactfully, both verbally and in writing. Ability to think logically and analyze problems.

**The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**SUPERVISOR:** County Extension Director will supervisor for this employee. In the absence of a CED, an Extension Educator will assume the role of supervisor.

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to use hands, sit, and talk or hear. The employee is frequently required to stand, walk, and reach with hands and arms. The employee is occasionally required to lift and or

move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT:** Employee performs duties in a standard office environment.  
(Depending on job situation)

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date