**Purdue Extension-Posey County Summer Intern**

**EMPLOYMENT PERIOD**: mid-May – August 2022, dates negotiable

**SUMMARY OF POSITION**: This position will provide assistance to Purdue Extension staff during the summer months. The Summer Intern will increase his/her knowledge of youth development programs, community partnerships, volunteer development, and the Purdue Extension program. This summer position provides valuable pre-professional experience for educational and community based careers. The Summer Intern position will be supervised by the County Extension Director.

**RESPONSIBILITIES**: The Summer Intern work involves, but is not limited to, assisting in the planning, implementation and promotion of youth development programs that benefit Posey County 4-H youth, such as summer camps, fair related activities and events. This is a position requiring significant contact with the public and ability to multi-task. This summer position provides flexibility in scheduling; some overnight and weekend work may be required.

**QUALIFICATIONS**:

* Evidence of successful leadership experience in 4-H, school and/or community organizations
* 4-H experience preferred but not necessary
* Self-motivated and self-directed
* Ability to deal with a variety of people from diverse backgrounds
* Strong organization and excellent written and verbal communication skills
* Enthusiasm and flexibility, strong critical thinking skills
* Basic computer proficiency in Microsoft Office programs
* Knowledge of Posey County a plus
* Valid driver’s license and proof of insurability
* Must pass volunteer screening process
* Must pass county drug test before employment
* Currently enrolled in a college/university program

**SALARY**: Hourly rate – average 35 hours a week

**APPLICATION PROCEDURE**: Applications due February 1, 2022; Send a cover letter, resume, and completed application.

 **DEADLINE to apply is February 1, 2022.**

Kristen Lowry, County Extension Director

Purdue Extension-Posey County

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**INTERVIEWS** for top candidates will be held in February 2022.

Posey County is an equal opportunity/equal access/affirmative action employer.