

Intern Job Description Template 2018

Organization/Business General Information:

The University of Wyoming Sublette County Extension 4-H & Youth Development Program serves youth across Sublette County by providing opportunities for youth to develop life skills that will allow them to grown into competent, caring and contributing young adults. We serve youth ages 5-19 regardless of 4-H enrollment status. We are an equal opportunity employer.

Job Description/Expectations:

This position will work directly with the UW 4H & Youth Development Educator to:

- *Plan and conduct events and contests for youth and adults which may include summer camps, competitive contests and educational events*
- *Work with youth and adult volunteers on projects including assisting in preparation of teaching materials*
- *Assist with community garden and community barn management*

Skills and Knowledge Desired:

Friendly, enjoy teamwork and working with people of all ages

Good communication and customer service skills (answering the phone and greeting clientele)

Computer skills (Word and excel)

Self motivated with a positive attitude

Organizational skills (planning, filing, etc.) and creativity

Ability to be on time and have some flexibility in schedule

Ability to work indoor and outdoors

Knowledge of the 4-H program is not a must, but willingness to have fun, work with people and be creative are necessary

Ability to drive is not critical, however, we are approximately 1.7 miles south of town, so applicant will have to have a mode of transportation to work.