Montgomery County Extension
Summer Intern Job Description

Term of Employment: Primarily June and July, start and end dates negotiable and may include parts of May and August. Approximately 30 to 40 hours per week, increasing around county fair week.

Job Description: The Montgomery County Extension Summer Intern will work primarily with youth programs, summer events and county fair. The events and activities for 2018 include but are not limited to summer day camps, project workshops and the Montgomery County Fair.

In addition to assisting with the above activities, you will be exposed to a wide variety of work experiences. Other duties assigned throughout the summer may include:

- Assisting with county fair and state fair entry processing
- Assisting with database entry and coordination
- Preparing and organizing workshop/camp/fair materials as necessary
- Assist with pre-fair, during fair, and post-fair activities
- Conduct evaluations and summarize all activities
- Prepare press releases and provide social media management
- Other clerical duties, staff support and customer service as the need arises

Qualifications

- High school graduate or equivalent (advanced training preferred—at least one year of college or other relevant post-high school experience)
- Complete a successful background screening
- An interest in Extension, 4-H, youth programming, agriculture and education desirable
- 4-H experience and knowledge preferred, either as member or volunteer
- Computer skills
- Ability to communicate well orally and in writing
- Creativity is a plus
- Licensed driver and access to reliable transportation
- Ability to work with the public and reflect customer service skills with both youth and adults
- Personal skills such as commitment to the job, self-motivation and self-starter, organization, the ability to multi-task and problem solve, positive attitude, self-confident, flexibility, and the ability to be a productive member of a team

Benefits

- An hourly wage commensurate with experience and education
- Employers share of FICA
- Reimbursement for work related travel and meals
- Paid holidays that occur during the employment period

Application Procedure: Send application and current resume to rbergren@iastate.edu by February 22nd. Applications can be found on our website: www.extension.iastate.edu/montgomery. ISU Extension and Outreach Montgomery County is located at 400 Bridge Street, Ste. 2, Red Oak, IA 51566.