

Cornell Cooperative Extension of Putnam County 4-H Youth Development Program Intern

Role and Responsibilities:

Assist in the overall planning and preparation for a large county-wide community event. Serve as an assistant co-teaching and/or co-facilitating 4-H Youth Programs. Position responsibilities include:

- Co-teaching and/or facilitating youth programs
- Coordination of event procedures, supplies and activities
- Recruitment and coordination of volunteers for county-wide event
- Marketing and promotion of the event
- Hands-on work in both an office setting as well as out in the community
- Assist with other duties as assigned.

Qualifications and Education Requirements:

Ideal for a college or mature high school student looking for real-world, hands-on experiences. VERY Flexible schedule; position can be tailored to interests of intern.

Specific Majors, coursework or backgrounds that would be helpful to this work:

- Teaching or any Youth Development Field
- Event Planning
- Marketing
- Psychology or Social Sciences
- Non-Profit Management

Preferred Skills:

- Must be exceptionally organized and be able to multi-task
- Excellent communication skills
- Good computer and phone skills
- Comfortability working with individuals of all ages
- Be comfortable using social media tools

Department: Cornell Cooperative Extension

Location: Terravest Corporate Park
1 Geneva Road
Brewster, NY 10509

Hourly Rate:

High School Student	\$11
College Student	\$12
Graduate Student	\$13

Schedule: 28 hours/week for 8 weeks

