

GOODING COUNTY POSITION DESCRIPTION

POSITION TITLE: 4-H Summer Intern

LAST UPDATE: 5/09/2017

DEPARTMENT: University of Idaho Extension, Gooding County

REPORTS TO: 4-H Program Coordinator and County Chairman, Gooding County Extension Office

POSITION AVAILABLE: July 5 – August 25, 2016

POSITION MISSION STATEMENT

The 4-H Summer Intern will provide support to the 4-H Program Coordinator in the form of general office duties and special projects in preparation for the Gooding County Fair.

DUTIES AND RESPONSIBILITIES

- In conjunction with other office staff, meet and greet the public. Take written messages for telephone and walk-in inquires.
- Prepare correspondence, flyers, programs and educational materials, sometimes given in a form that requires alteration using word processing, desktop publishing, web publishing, database, and spread sheet software.
- Comply with the University of Idaho policy on affirmative action and equal opportunity as stated in the University of Idaho Faculty Staff Handbook, section 3060. Contribute to the Idaho Cooperative Extension System and the County Extension System Affirmative Action Plans.
- Assist other office staff with photocopying, faxing, filing and other general office duties.
- Perform duties as required at Gooding County Fair, may be requested to work extended hours during the Gooding County Fair.
- Perform other 4-H related duties as required.

MINIMUM QUALIFICATIONS

- Ability to sit with intermittent moving in an office environment, lifting of office supplies (up to 40 pounds), standing, walking, talking, hearing (in person and by telephone), and seeing (e.g., documents, etc.).
- Comprehensive knowledge of Microsoft Word, Excel, Power Point, and Publisher.
- Manual dexterity to perform office functions (e.g., typing, filing, collating, operating office machines, computer, 10-key, etc.)
- Excellent verbal and written communication skills.
- Willingness to work with University of Idaho Extension Educators, 4-H Program Coordinator, Fair Manager, and other employees as a team player.
- Ability to pass a background check.
- Valid Driver's License and reliable transportation.

DESIRED QUALIFICATIONS

- Comprehensive knowledge of modern office procedures.
- Initiative to set and accomplish work related goals with minimal supervision.
- Organizational skills
- Ability to help create programs and work with youth in various settings.

Signature of Employee. _____

Date _____

Signature of Supervisor _____

Date _____