

## Brookings County 4-H Summer Intern Job Description

<b>Position Title:</b>	Brookings County 4-H Summer Intern
<b>Position Location:</b>	Brookings County Extension Office, Brookings, SD ( <i>located within the Brookings County Outdoor Adventure Center</i> )
<b>Position Time Frame:</b>	Mid – May – mid – August 14-15 weeks; 40 hours/week Some evening responsibilities; possible overnight & weekend responsibilities
<b>Salary:</b>	\$12 per hour
<b>Positions Available:</b>	2 openings

### Requirements:

1. Must provide own transportation.
2. Must be willing to attend some night, overnight, or weekend meetings/events.
3. Must be willing to work extended hours during Achievement Days.
4. Must have good computer, organization and people skills.
5. Possess a high school diploma; completion of at least one year of post-secondary education preferred.

### Job Description:

The 4-H Summer Intern will be hired by Brookings County 4-H.

As 4-H Summer Intern, the individual will be expected to assist the 4-H Youth Program Advisor and to cooperate with other office staff in preparation for and wrap-up of summer 4-H activities. The Summer Intern will not be expected to interpret policies set by Brookings County 4-H.

### Job Responsibilities may include:

1. Work with the 4-H Youth Program Advisor and other staff in the planning & carrying out of tasks and responsibilities; *some to include:* Youth Development programming, Fashion Revue, Special Foods, Horse Show, Dog Show, Public Presentations, judging schools, Cloverbuds, 4HOnline & FairEntry programs.
2. Coordinate activities and materials for Achievement Days.
3. Execute activities for Achievement Days.
4. Assist with 4-H correspondence.
5. Complete tasks following Achievement Days to wrap-up the event and transition into state fair.
6. Help prepare projects for the South Dakota State Fair and additional state fair event preparation.
7. Additional tasks as assigned.

**Application Deadline:** Friday, February 18, 2022

### To Apply:

Provide a letter of interest, resume and references with skills and knowledge that would benefit the 4-H program in Brookings County. Please direct any questions you may have to Sonia Mack, SDSU Extension 4-H Youth Program Advisor – Brookings County by email ([sonia.mack@sdstate.edu](mailto:sonia.mack@sdstate.edu)) or phone (605-693-8280).

### Submit application packet to:

Brookings County Extension Office  
Attn: Sonia Mack  
2810 22<sup>nd</sup> Ave South  
Suite 2  
Brookings, SD 57006  
605-693-8280  
[Sonia.mack@sdstate.edu](mailto:Sonia.mack@sdstate.edu)