

## **Bear Lake County Extension - Intern**

**Overview:** The Bear Lake County Extension Intern position is focused on providing a local student with work experience by supporting Extension programming in the county. The intern reports to the Extension County Chair.

### **Responsibilities**

#### **Employee:**

- Adhere to all Bear Lake County employee policies and procedures.
- Comply with the University of Idaho policy on affirmative action and equal opportunity as stated in the University of Idaho Staff Handbook. Contribute to the University of Idaho Extension System and Bear Lake County Affirmative Action Plans.
- Complete all work in compliance with University of Idaho policies and procedures.
- Help extension educators, administrative assistant, 4-H coordinators, and program volunteers. Contribute to a positive office team environment. Develop and maintain a high degree of professionalism. Work respectfully with co-workers, extension faculty, and the public.

#### **Duties:**

- Interact with the public in a courteous, professional manner
- Promote Extension programs throughout the county
- Assist with educational meetings and activities
- Keep accurate records and report in appropriate systems
- Support 4-H and other education programming, especially the teen program
- Assist with the county fair
- Promote educational classes and activities using online webpages, social media, flyers, newsletters, etc.
- Due to the student aspect of this position, a few of the activities that teens participate in will not be considered employment hours if the intern is not out of high school. The intern is welcome to participate as a teen attendee but will not be compensated nor expected to participate in any way other than the usual teen attendee. These activities include state sponsored activities such as Alpine 4-H Camp, KYG (Know Your Government), STAC (State Teen Association Convention) etc.
- Other duties as requested and approved by supervisor

#### **Schedule:**

- Schedule to be arranged due to programming needs and school schedule of the student. This internship is approved for 200 hours to be completed between October 2024 to August 2025.

**Compensation:** \$15.00 per hour

#### **Qualifications:**

##### **Required:**

- Desire to contribute to 4-H and Extension programs
- Ability to follow policy and procedure
- Ability to work in a team environment
- Detail orientated and ability to keep correct records
- Organizational skills and ability to prioritize work tasks
- Ability to pass a background check to allow working with youth

- Computer skills including email, word, excel, social media
- At least 16 years of age
- Preferred:**
- 18 years of age
- Experience in 4-H programming

First review of applications will be October 1, 2024.

Please complete the Bear Lake County Job Application found on the main website and return it to the Extension or Clerk's Office.

For further information, contact Kari Ure at 208-847-0345 or [kure@uidaho.edu](mailto:kure@uidaho.edu)