

Uintah County

Job Description



Title:	Extension Program Intern	Code:	550
Division:	Administration	Effective Date:	05/20
Department:	USU Extension Office	Last Revised:	0
FLSA Cat:	Non-Exempt	Pay Grade:	1

GENERAL PURPOSE

Performs a variety of duties as required to expedite services and maintain programs provided through the County Extension office.

SUPERVISION RECEIVED

Works under the general supervision of the County USU Extension Agent.

SUPERVISION EXERCISED

May supervise temporary office personnel or volunteer workers as needed to accommodate seasonal requirements of the office or program.

ESSENTIAL FUNCTIONS

Assist with delivery of summer 4-H & Youth camps and summer school programming.

Prepare and organize workshop/camp materials as necessary

Attend workshops/camps to help carry out programming

Assist in planning, organizing and conducting the 4-H/Youth activities at the County Fair.

Assist with preparation and delivery of other Extension programs as needed

Any other related duties deemed necessary by the County Extension Staff.

Participate in positive youth development training.

Participate in training on each summer camp that will be delivered.

Handle customer service requests via email, mail, phone and in-person.

Attend regular staff meetings and work closely with the Uintah County 4-H Coordinators and Uintah County Extension personnel.

Performs related duties as required.

MINIMUMS QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school;
 - AND
 - B. Enrolled in an educational institution of higher learning
- OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Working knowledge of general office procedures and methods, English, spelling, grammar, and punctuation; various software applications utilized in word processing, etc.; computerized art layout and design related to bulletins, announcements, advertisements etc. **Some knowledge of** etiquette and methods of dealing with the public in a professional manner; purpose and goals of 4-H programs; the operation of computer and related technical equipment; extension agricultural and family and consumer sciences.

Ability to work and interact with youth, operate standard office equipment such as personal computer, copy machine, calculator, paper folder, electronic mailing equipment; etc.; follow verbal and written instructions; perform clerical and secretarial work involving departmental operations; organize, communicate effectively, verbally and in writing; frequent changes in programs and seasonal demands; establish and maintain effective working relations with fellow employees and the public.

3. Special Qualifications:

4. Work Environment:

Tasks require variety of physical activities, occasionally involving muscular strain related to walking, standing, stooping, sitting, reaching and some lifting. Mental application utilizes memory for details, emotional stability, discriminating thinking and some creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)