MU Extension 4-H Center for Youth Development provides leadership and expertise with developing communities of young people across Missouri who are learning citizenship, leadership, and life skills. 4-H is publically supported by county, state, and federal partners, as well as private resources to enrich the learning experiences of both youth and adults. For more information about 4-H, visit [http://4h.missouri.edu/](http://4h.missouri.edu/).

The Miserez-Carter Intern will work under the supervision of the local 4-H Youth Development Field Specialist to plan, implement and evaluate educational programming for youth in both urban and rural settings. The primary focus will be on support and coordination/communication for fair and camp activities.

For More Information Contact: John Shackelford, MU Extension – Boone County, ShackelfordJK@missouri.edu (573) 445-9792

**ESSENTIAL DUTIES**

Assist 4-H personnel and camp counselors with managing 4-H camps, which may include leading or supervising activities, preparing materials, chaperoning, and other needed tasks.

Assist with planning, organizing and conducting the 4-H/Youth activities at the Boone County Fair. This may include paperwork, assisting with livestock shows and auction, data entry, and other forms of support. Assist in teaching youth development and selected subject matter specifically in reference to leadership and officer training.

Assist with the general management of the 4-H program, which may include paperwork, ordering and organizing supplies, participating in planning meetings, etc.

Assist in expanding 4-H programs and reaching new audiences with school partnerships and events open to the public.

Conduct program evaluations and collect/report information for reports.

Assist with communications, including writing letters and emails, preparing brochures and flyers, outreach activities, social media, and preparing news releases.

As requested, participate in positive youth development trainings.

Assist with the preparation and delivery of other Extension programs as needed.
Weekly meetings with the supervisor.

Conduct all activities in accordance with the Civil Rights Acts, Title IX, Rehabilitation, Americans with Disabilities Act and local, state and region affirmative action plans.

As with all positions, involvement with other duties and responsibilities may be expected in order to support the mission and purpose of MU Extension.

LEADERSHIP RECEIVED AND EXERCISED

Administrative supervision is received from a designated individual. No supervision is exercised.

MINIMUM QUALIFICATIONS

Candidate must be a current undergraduate in any four-year college or university located in Boone County, Missouri. Must have regular, reliable transportation.

All finalists must successfully complete a 4-H volunteer screening process and background check before the applicant can move to the final round of reviews.

ADDITIONAL PREFERRED QUALIFICATIONS

Ability and willingness to learn and implement hands-on learning with appropriate supervision. Ability to travel in and around Boone County and work flexible hours, including some evenings and weekends, is required to fulfill assigned responsibilities.

Ability to effectively use social media and information technology including a variety of Windows based computer software programs.

Should be organized, accurate, and dependable with a positive attitude and willingness to work as part of a team. Experience working with youth and volunteers is a definite plus. Need to have strong communication skills and ability to partner with youth, volunteers and community members/organizations to provide a quality program. Must adhere to high ethical standards.

CORE ATTRIBUTES FOR MU EXTENSION STAFF

Exhibit a high personal standard of excellence, be an effective team player, and demonstrate inclusivity, civility and respect for all.

Engage stakeholders and learners; maintain positive interpersonal relationships, and exhibit effective written and oral communication skills.

Operate with minimal guidance, and be a self-directed learner who is flexible and adaptable to changing environments.

An Equal Opportunity/Access/Affirmative Action/Pro Disabled & Veteran Employer