

Volunteer Opportunities at the Greene County Extension

Office Assistance

There is, on a regular basis, a need for assistance in the Greene County Extension office. Some of these tasks can be taken off-site by a responsible volunteer. Other items need to be completed at the office. Each of these tasks would be excellent volunteer opportunities that would greatly add the office.

- Type in contact information for people who drop off soil tests in to our long-term data list. (Done in Excel).
- Office coverage when the office manager has to be out for a day.
- Occasional mailing or copy projects or typing of materials
- Tally and update scores and other materials for the Great Game of Business games (especially with the council mini-game).

Research/Write Narrative: History of Greene County Extension

Research the history of Greene County Extension and create a narrative for our 100th anniversary. History from 1935 to 1960 is complete. Council minutes from 1960 to 1970 and from 1997 to present provide more historical narrative and need to be reviewed for historically important events, programs and people. We have newspaper clippings and a few annual reports from the 1960s to 1980s that could help to fill in some holes. Interviewing some retired extension specialists that are still in the area could help fill in much of that time period also. From this research, write a narrative that can be published and presented online. **Skills put to use: research, writing and planning. Research portion of this would require attention to detail.** Semester project

Research & Write Content for Historic Schools Newsletter

Quarterly schools newsletter is a niche publication and is produced in an informal fashion. It presents an opportunity to do a special research project and write special content for this newsletter focused on one-room schools in Missouri and the people who attended them. *Project could be completed off site.*

Skills used: research and writing. Content would be used with student's byline. Semester project

Final Design and Edit on Directory of One-Room Schools of Missouri

Work on this project would result in student bylines on any articles and acknowledgement in final directory. New articles would need to be researched and written about 14 schools in Missouri that are on the national register. This directory will be added to and further expanded through our Missouri Century Schools program that is being planned. *Project could be completed off site after minutes are copied.* **Skills used: research and writing. Content will be used with student's byline. This is a semester project**

**Under the supervision of David Burton
County Program Director**

**Contact him by telephone at (417) 881-8909
or by email at burtond@missouri.edu
(email preferred)**

Online at <http://extension.missouri.edu/greene>

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University of Missouri Extension provides equal opportunity to all participants in extension programs and activities, and for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability or status as a protected veteran.

Edit and Design Reaching Out Report

For a volunteer familiar with Publisher, this would be a monthly project of several hours. Specialists submit reports and photos by email. Content requires some editing as well as general layout and design work. Using past newsletters as template, the volunteer would construct the new monthly newsletter for a final review by David Burton prior to being published online. Project could be completed offline with the file on a thumb drive or via email.

Write/Edit News Releases

Invest time researching and writing media releases on new topics or editing content submitted by specialists for transmission on our news service. Interns would receive byline on articles written or edited. Some content is received from other Extension specialists in first person and is adapted to a third-person media release format with constructed quotes that are confirmed by email with individual specialists being quoted. Editing submitted material could take 1-2 hours per week. Researching and writing unique material quoting extension agents would take 2-3 hours per week. An abundance of story ideas and material exist. This internship would not require a physical location at the Extension office. There would be a Thursday deadline for submissions. *Project could be completed off site.* **Skills used: research, writing, editing and meeting deadlines. Hours per semester would depend on the number of articles.**

Expert Source Program (ESP)

Requires research online and making contacts with Extension council members and clients to create a database of individuals who can serve as media sources on a variety of topics. Goal is to have individuals who understand or have used MU Extension services who can address current topics as experts while also plugging MU Extension educational programs. This intern would help to build our database with contact information for our expert sources as well as determining the topics each expert source could address. Would provide an opportunity to visit with a wide range of individuals. *Project could be completed off site.* **Skills used: research, writing, editing and meeting deadlines. Hours per semester would depend on the number of articles.**

** These are unpaid internship and volunteer opportunities that provide a learning experience and a wonderful opportunity to do something that will benefit the residents of Greene County.*

*** All projects will be done under the supervision of David Burton and will have contact with staff in the office and oversight of work. All products of the internship will be reviewed before being made public.*

**** Any expenses incurred would be reimbursed by Greene County Extension. (excluding transportation costs). Material expenses are expected to be very low, zero on most projects.*

***** It is assumed interns have computer access.*

Greene County Extension

Office located inside the Springfield-Greene County Botanical Center

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Tel: (417) 881-8909

Office hours: Monday - Friday * 8 a.m. to 4:00 p.m.

University of Missouri Extension improves people's lives with education and research from the University of Missouri System that focuses on high-priority needs of people throughout the state. Each county extension center, with oversight by locally elected and appointed citizens, is your local link to these unbiased resources.

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