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 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

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

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

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 pro-
ject 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 con-
struct 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. In-
terns 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 con-
firmed 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 abun-
dance of story ideas and material exist. This internship would not require a
physical location at the Extension office. There would be a Thursday dead-
line for submissions. Project could be completed off site. Skills used: re-
search, 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 un-
derstand or have used MU Extension services who can address current top-
ics 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 ex-
pert 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.

Greene County Extension
Office located inside the Springfield-Greene County Botanical Center
2400 S. Scenic Ave., Springfield, Mo. 65807
Tel: (417) 881-8909
Office hours: Monday - Friday * 8 a.m. to 4:00 p.m.

* These are unpaid intern-
ship and volunteer oppor-
tunities that provide a
learning experience and a
wonderful opportunity to
do something that will ben-
et 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.

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.

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